

The regular meeting of the Pennsville Sewerage Authority was called to order by Chairman Bernard Sennstrom II, at 7:00 p.m. on Thursday, July 12, 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, Scott Hourigan, William Masten, and Robert McDade. Other attendees included Alternate Member John Smith, Alternate Member Dan Neu, Michael Napuda Esquire of Masten and Ray, William Mesogianes of Sickels and Associates, Superintendent Ronald E. Cooksey, Authority Engineer David Palgutta, Authority Clerk Diane Ford, and Resident Tammy Pansa.

RESOLUTION NO. 18-63-SA APPROVING PAYMENT OF BILLS PROPERLY AUDITED

Member McDade moved for adoption of Resolution No. 18-63-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – abstain; McDade – yes; Sennstrom – yes. Resolution No. 18-63-SA is approved.

RESOLUTION NO. 18-64-SA APPROVING MINUTES OF A REGULAR MEETING OF THE PENNSVILLE SEWERAGE AUTHORITY WHICH TOOK PLACE ON JUNE 14, 2018

Member McDade moved for adoption of Resolution No. 18-64-SA and Member Chollis seconded.

Member Chollis asked Clerk Ford if the gentleman discussed in the previous meeting had come in and made a payment. Clerk Ford answered yes he had.

Roll call vote as follows: Chollis – yes; Hourigan – abstain; Masten – abstain; McDade – yes; Sennstrom – yes. Resolution No. 18-64-SA is approved.

RESOLUTION NO. 18-65-SA APPROVING MINUTES OF AN EXECUTIVE SESSION OF THE PENNSVILLE SEWERAGE AUTHORITY WHICH TOOK PLACE ON JUNE 14, 2018

Member McDade moved for adoption of Resolution No. 18-65-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – abstain; Masten – abstain; McDade – yes; Sennstrom – yes. Resolution No. 18-65-SA is approved.

RESOLUTION NO. 18-66-SA APPROVING THE FORM OF AN EARLY RETIREMENT AGREEMENT WITH AUTHORITY CLERK DIANE L FORD

Member McDade moved for adoption of Resolution No. 18-66-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – yes; McDade – yes; Sennstrom – yes. Resolution No. 18-66-SA is approved.

RESOLUTION NO. 18-67-SA AUTHORIZING THE AUTHORITY CHAIRMAN TO ENTER INTO A CONTRACT WITH DELTRONICS CORPORATION FOR THE PURCHASE OF ONE BARNES 3.7HP 1PHASE SUBMERSIBLE PUMP AT A COST NOT TO EXCEED \$4,356.00

Member McDade moved for adoption of Resolution No. 18-67-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – yes; McDade – yes; Sennstrom – yes. Resolution No. 18-67-SA is approved.

RESOLUTION NO. 18-68-SA RATIFYING THE CONTRACT ENTERED INTO BY THE AUTHORITY CHAIRMAN WITH VIDEO PIPE SERVICES, NEWFIELD, NJ FOR EMERGENCY REPAIRS TO A GRAVITY SEWER MAIN ON EAST PITTSFIELD STREET, AT A COST NOT TO EXCEED \$4,000.00

Member McDade moved for adoption of Resolution No. 18-68-SA and Member Chollis seconded.

Member McDade asked if this was a new issue. Superintendent Cooksey explained it was the video inspection that was done in preparation of the overlay of East Pittsfield Street and a couple of spots were found that required emergency repairs.

Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – yes; McDade – yes; Sennstrom – yes. Resolution No. 18-68-SA is approved.

The first item for discussion is in regards to Pennsville resident Tammy Pansa's returned check fee. Resident Tammy Pansa appeared before the Board contesting the forty dollar return check fee assessed to her account after her e-check had been returned to the office. She told the Board that she is a rate payer with excellent history and she does not believe the fee is fair. Ms. Pansa questioned the online payment system and expressed her concerns to the Board. After much deliberation by the Board, it was decided that the fee would be waived from Ms. Pansa's account and she would only be responsible to pay the original amount of the returned payment.

RESOLUTION NO. 18-70-SA A RESOLUTION OF THE PENNSVILLE SEWERAGE AUTHORITY WAIVING THE RETURNED CHECK FEE ASSESSED TO RATE PAYER TAMMY PANSA

WHEREAS, the Chairman and member of the Pennsville Sewerage Authority (hereinafter referred to as Authority) have determined that Ms. Tammy Pansa, who appeared before the Authority and articulately presented the circumstances surrounding this issue, made an inadvertent typographical error while utilizing the Authority's online bill payment system; and

WHEREAS, as a result of the inadvertent typographical error, the Authority Clerk received a returned check notice from the online payment system, specifically a "non-existent account number" notice; and

WHEREAS, as a result of the returned check notice received by the Authority Clerk, a form letter was mailed to Ms. Pansa informing her of the failed payment, assessing a \$40.00 returned check fee on her account, and threatening to terminate water and sewer services; and

WHEREAS, the Authority has determined, based on good cause having been shown, that it would be appropriate to waive such fee in light of the specific circumstances surrounding Ms. Pansa's case, including but not limited to, the specific type of notice received, Ms. Pansa's

credible statements regarding the operation of the Authority's online bill payment system, and Ms. Pansa's payment history.

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 Clerk is hereby authorized to waive the returned check fee on the account set forth in the preamble of this resolution.

Member McDade moved for adoption of Resolution No. 18-70-SA and Member Chollis seconded. Roll call vote as follows: Chollis – no; Hourigan – yes; Masten – no; McDade – yes; Sennstrom – yes. Resolution No. 18-70-SA is approved.

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

- East Pittsfield Street project was due to start but the contractor notified they are behind on another project. Anticipate starting Tuesday July 17th with the concrete work. Starting the paving prior to the end of the month.
- Received an email from South State regarding the group that reconstructed the forcemain asking if the Authority was satisfied with the operation monitoring, are they in a position to submit for final payment. Not aware of any issues thus far. Wanted to bring it to the board in order to report back to South State.

Superintendent Cooksey said the pumping station is good to go, performance has been satisfactory, air main valves have been checked. He said that as far as he is concerned there is no reason to hold off payment.

Member McDade asked what the concrete work looks like for the East Pittsfield Street project around the area of the hump in the road, he asked if they would be building a concrete wall. William Mesogianes of Sickels and Associates explained it would not be a wall but a concrete curb and gutter. He goes on to say that as it is not the asphalt is flush with the top of the curb in certain areas because of all the previous overlays of the street. Mesogianes said they will remove all that, put a new grate in and flatten everything to the proper elevation to eliminate the hump. He went on to say that they will start on the storm sewer inlets on the street because there are a couple that need to be changed by the state code prior to the asphalt being laid out, once those are updated they will probably go right to the concrete work. Alternate Member Neu asked what was actually beneath the hump. Member McDade explained it is a 42 inch pipe.

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

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

- Everything at the plant is going okay. Permits and limitations are good.
- Didn't have equipment failure, it was an RBC unit that had structural failure in the A frames. The unit fell apart. It was 40-years-old. Currently looking into the cost to get a new one set in place. There are 6 of these units at the plant. Once this one is replaced they will start inspecting the others to see what condition they're in. Worst case they may have to rebuild two of them. Two units do the initial treatment. They're susceptible to all the heavy loading. The others are more polishing units, they don't have the same weight distribution as the other two do.

Chairman Sennstrom asked Superintendent Cooksey to explain the acronym RBC. Superintendent Cooksey explained it stands for Rotating Biological Contactors and what they do is supply an area for slime growth to develop on so that it can eat away at the organic matter as it passes over the sheets of plastic. Alternate Member Smith asked if the units are exposed to the weather all the time. Superintendent Cooksey explained they're under cover and constantly rotating. The unit is 40% submerged in water and it rotates in and out of the water to get air. Superintendent Cooksey said again that the unit has lasted them for the past 40 years. Alternate Member Smith said the new ones probably wouldn't last as long. Superintendent Cooksey said he believes it will because they recently did a flow reversal to go through another treatment unit that makes the loadings lighter than they initially were. Member Hourigan asked if the failure was compromising the treatment. Superintendent Cooksey said no because there are still those other units in place and the flow reversal they did significantly decreased the loading on the remaining units. He added that the plant is still meeting the requirements for their permit with ease. Alternate Member Neu asked if this was a job the guys at the plant would do. Superintendent Cooksey said that it would be done by the company that the unit would be purchased from. He explained they would come in with the unit, set it in place with a crane, and then activate it. Superintendent Cooksey said that the project may need to go to bid or they could deem it an emergency or priority type situation. He said that it could be something that is under state contract, he would just need to look into it. Chairman Sennstrom said it is still in the early stages but he was pleased with the initial prices. Superintendent Cooksey said he called a contractor in Cinnaminson, NJ and asked about what it would cost and that is how he came up with an estimate. He went on to say they aren't at a critical point now where it is effecting the plant so there is some time to make decisions. Member Hourigan asked how much time they actually had before a decision needed to be made. Superintendent Cooksey said he would like to see it done as soon as possible but they are able to run without it for a little while. Chairman Sennstrom pointed out the risk should another unit go down in the meantime. Superintendent Cooksey explained without the constant rotation in that basin there are going to be solids that settle in there that will effect maintenance and will need to be pumped out regularly so that it doesn't get loaded with sludge and contaminate the next stage

of treatment. Member Chollis asked how this all fits into the budget. Superintendent Cooksey said with the project they just completed on East Pittsfield Street some money would have to be moved around. He said it would be great if they could make it until next budget year but he doesn't think they should wait that long.

- Inspection from the EJIF (Environmental JIF). No problems. Inspection that is geared mostly towards utility authorities like water and sewer plants.
- Submitted local limits and requirements for annual permit.
- Siegfried SIU permit has been reviewed. DEP do not recommend that they contest or do any formal comments to the change they made to the permit. However, they did say they would make sure that it will be included in the permits that PSA has local limits and Siegfried must comply with these limits even though there is no more limit for BOD.
- Changed the mulch out of odor control systems.

Chairman Sennstrom asked if the forcemain clearing was done. Superintendent Cooksey said it is done but there still is some brush in the area that needs to be cleared. Alternate Member Smith asked how the situation with the pipe at the intersection of East Pittsfield Street and William Penn Avenue was going. Superintendent Cooksey said the linings of the pipes there are complete, they had done the resolution earlier in the meeting for the sectional liners.

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

RESOLUTION NO. 18-69-SA AUTHORIZING A CLOSED SESSION IN ACCORDANCE WITH THE OPEN PUBLIC MEETINGS ACT

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

Member McDade moved for adoption of Resolution No. 18-69-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – yes; McDade – yes; Sennstrom – yes. Resolution No. 18-69-SA is approved.

Closed session minutes on a separate document.

RESOLUTION NO. 18-71-SA A RESOLUTION OF THE PENNSVILLE SEWERAGE AUTHORITY OFFERING STEVIE NICOLE TINKLEPAUGH THE POSITION OF ASSISTANT CLERK OF THE PENNSVILLE SEWERAGE AUTHORITY

WHEREAS, the Authority's full-time Clerk anticipates retirement on or about August of 2019; and

WHEREAS, as a result of the full-time Authority Clerk's retirement, the current Assistant Clerk of the Authority will assume the position of Clerk, leaving a vacancy in the position of Assistant Clerk; and

WHEREAS, the Chairman and Members of the Pennsville Sewerage Authority have determined that it is both necessary and proper to fill the position aforesaid and to also allow ample time for training; and

WHEREAS, Ms. Tinklepaugh is currently a part time clerical assistant assigned to the Authority and performs her duties to the utmost satisfaction of the Authority; and

WHEREAS, the Chairman of the Authority has interviewed Ms. Tinklepaugh and has deemed her qualified for the position of Assistant Clerk.

NOW, THEREFORE, BE IT RESOLVED by the Chairman and Members of the Pennsville Sewerage Authority as follows:

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. They hereby offer to Ms. Stevie Nicole Tinklepaugh the position of Assistant Clerk of the Pennsville Sewerage Authority, effective January 1, 2019.
3. The position of Assistant Clerk shall be compensated at a rate of \$31,686.20 per year and shall be entitled to all benefits associated with a newly hired full time employee of the Authority.
4. Ms. Tinklepaugh shall advise the Authority Chairman of her decision with regard to the proposal set forth above within 14 days from the date of the adoption of this Resolution.

BE IT FURTHER RESOLVED, that should Ms. Tinklepaugh agree to accept the position in question she shall be subject to all of the provisions of the Pennsville Sewerage Authority's Personnel Policy manual.

Member McDade moved for adoption of Resolution No. 18-71-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – yes; McDade – yes; Sennstrom – yes. Resolution No. 18-71-SA is approved.

Chairman Sennstrom entertained a motion to adjourn. Member McDade so moved and Member Chollis seconded. All "aye", motion approved. Meeting adjourned at 8:37 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