

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 13, 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, Authority Solicitor Walter Ray, William Mesogianes of Sickels and Associates, Authority Engineer David Palgutta, Assistant Authority Clerk Kimberly Lockwood, and Authority Clerk Diane Ford. Superintendent Ronald E. Cooksey was absent.

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

RESOLUTION NO. 18-100-SA APPROVING PAYMENT OF BILLS PROPERLY AUDITED

Member McDade moved for adoption of Resolution No. 18-100-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – yes; McDade – yes; Sennstrom – yes. Resolution No. 18-100-SA is approved.

RESOLUTION NO. 18-101-SA APPROVING MINUTES OF A REGULAR MEETING OF THE PENNSVILLE SEWERAGE AUTHORITY WHICH TOOK PLACE ON NOVEMBER 8, 2018

Member McDade moved for adoption of Resolution No. 18-101-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – yes; McDade – yes; Sennstrom – abstain. Resolution No. 18-101-SA is approved.

RESOLUTION NO. 18-102-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. 18-102-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – yes; McDade – yes; Sennstrom – yes. Resolution No. 18-102-SA is approved.

RESOLUTION NO. 18-103-SA AUTHORIZING A 2% SALARY INCREASE TO NON-CONTRACTUAL ADMINISTRATIVE EMPLOYEES, DIANE FORD AND KIMBERLY LOCKWOOD

WHEREAS, the Chairman and members of the Pennsville Sewerage Authority (hereinafter Authority) have carefully reviewed the workload of the Authority's Administrative full-time employees along with their current salary structure; and

WHEREAS, as a result of aforesaid review and increases in the cost of living, the Authority has determined it both necessary and proper to authorize a 2% salary increase for the employees in question.

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 herein at length, and the facts and determinations shall have the same binding effect as the paragraph set forth herein below.
2. Based on the determinations aforesaid, the Authority's administrative full-time employees annual salary shall be increased by 2% to offset increase in cost of living, which raise shall go into effect January 1, 2019.

Member McDade moved for adoption of Resolution No. 18-103-SA and Member Chollis seconded.

Member Masten questioned the wording of the resolution, and asked if this increase was additional to another annual increase. Member Chollis said no, this was the annual increase. Clerk Ford explained it is 2% of the current salary, it is not a step process for the increase. Solicitor Ray offered to change the wording of the resolution so that it is easier understood by the board. Alternate Member Dan Neu questioned the process in which the increase is decided. There was a brief discussion amongst the board regarding the increase. Above resolution typed in full reflects changes.

Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – yes; McDade – yes; Sennstrom – yes. Resolution No. 18-103-SA is approved.

RESOLUTION NO. 18-104-SA MEMORIALIZING THE FACT THAT AUTHORITY EMPLOYEE CHAD HOGLEN HAS SUCCESSFULLY COMPLETED HIS PROBATIONARY PERIOD AND THAT HE WILL NOW BE CONSIDERED A REGULAR EMPLOYEE OF THE PENNSVILLE SEWERAGE AUTHORITY

Member McDade moved for adoption of Resolution No. 18-104-SA and Member Chollis seconded.

Member McDade made a comment that Chad Hoglen has gotten quite a lot of experience since he has been hired with nothing but good reports.

Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – yes; McDade – yes; Sennstrom – yes. Resolution No. 18-104-SA is approved.

RESOLUTION NO. 18-105-SA AUTHORIZING THE AUTHORITY'S CHIEF FINANCIAL OFFICER TO PAY STANDARD PIPE SERVICES LLC THE SUM OF \$77,436.00 REPRESENTING THE FULL AND TOTAL COST OF SERVICES WHICH IT HAD RENDERED TO THE PENNSVILLE SEWERAGE AUTHORITY AND MORE SPECIFICALLY CIPP LINING AND MANHOLE REHABILITATION

Member McDade moved for adoption of Resolution No. 18-105-SA and Member Chollis seconded.

Member McDade pointed out that this amount may seem like a lot but in the long run it is better to spend the money now and catch things before they turn into more costly problems later. Engineer Palgutta asked if anyone knew how much money has been saved on repairs by using the cameras over the past couple years. Chairman Sennstrom explained that would be hard to measure but it is significantly more expensive to repair the system after there is a failure, versus spending the money to video monitor and do smaller repairs as they are discovered. Member Chollis asked if the monitoring has been able to catch spots that were on their way to failure for repairs before any major damage occurred. Chairman Sennstrom said yes, specifically the repair that was just made to the gravity main on Broadway. He explained it potentially could have collapsed which would have required extensive repair work, digging up the road, rerouting traffic, and police presence. Chairman Sennstrom said he felt that doing the repair this way was the best call because of the money that was saved in the long run. Member McDade said the overall plan is to show spot repairs like this one on a CAD drawing to create a history of the underground utilities to show when and how many times an area is repaired so that it can be monitored. Member McDade said while it can't be calculated to a certain dollar amount how much has been saved by doing things this way, it has saved the authority a very large sum of money. Chairman Sennstrom pointed out this process not only saves money but also aggravation, as it is much less disruptive to the neighborhood.

Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – yes; McDade – yes; Sennstrom – yes. Resolution No. 18-105-SA is approved.

RESOLUTION NO. 18-106-SA AUTHORIZING THE AUTHORITY CHAIRMAN TO EXECUTE AN AUTOMATED CLEARING HOUSE ORIGINATION AGREEMENT WITH THE PENNSVILLE NATIONAL BANK

Member McDade moved for adoption of Resolution No. 18-106-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – abstain; McDade – yes; Sennstrom – yes; Smith – yes. Resolution No. 18-106-SA is approved.

RESOLUTION NO. 18-107-SA RATIFYING THE CONTRACT ENTERED INTO BY THE AUTHORITY CHAIRMAN WITH SHAFTS AND SLEEVES OF ROEBLING, NEW JERSEY FOR EMERGENCY REPAIRS TO THE AUTHORITY'S 40HP KSB PUMP THAT CONVEYS WASTEWATER THROUGH THE AUTHORITY'S TRICKLING FILTER UNIT

Member McDade moved for adoption of Resolution No. 18-107-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – yes; McDade – yes; Sennstrom – yes. Resolution No. 18-107-SA is approved.

RESOLUTION NO. 18-108-SA RATIFYING THE CONTRACT ENTERED INTO BY THE AUTHORITY CHAIRMAN WITH J. WILSON, INC. OF PENNSVILLE, NEW JERSEY FOR EMERGENCY REPAIRS TO 12" SANITARY SEWER MAIN OF WASHINGTON DRIVE AT A COST NOT TO EXCEED \$28,880.00

Member McDade moved for adoption of Resolution No. 18-108-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – yes; McDade – yes; Sennstrom – yes. Resolution No. 18-108-SA is approved.

The first item for discussion is the Salem County Improvement Authority. Clerk Ford said that she received documentation about the rates for 2019 but there was no contract attached. Clerk Ford explained she called to inquire about this and she was advised that they would not be providing contracts going forward. Chairman Sennstrom said they would need to come up with a plan to address any rate increases that may occur in the future. Chairman Sennstrom asked for thoughts from the table. Member McDade said he feels certain there was language that called for incremental increases and would not allow for a major increase. Member Masten asked if they could look at the 2018 schedule to compare to the 2019 schedule. Solicitor Ray said there was no schedule, they had a fixed rate under contract. Clerk Ford said they had a not to exceed number in prior contracts with a tipping fee chart attached. She said she doesn't believe Superintendent Cooksey takes very much down there. Assistant Clerk Lockwood pointed out that last year was lower than usual. Clerk Ford said she estimated less than \$10,000 for the entire year. Chairman Sennstrom asked if Clerk Ford could confirm that they would not be signing a contract. Clerk Ford said that she was told that as of 2019 there would be no more contracts. Member Chollis said she assumes that the budget does not contain much more money for this line item. Clerk Ford said it does not, but like Assistant Clerk Lockwood pointed out, Superintendent Cooksey took less last year than past years. She explained the charges vary based upon what Superintendent Cooksey has to dispose of. Solicitor Ray said that pre-meeting, it was discussed that he would contact Julie Acton in regards to a contract.

The next item for discussion is the November delinquency collections. Clerk Ford said all of the members received a copy of where the process started number wise and what was collected. She explained they had a situation where a rental property was terminated and one of the tenants brought in a note from a doctor stating that her water needed to be on. Clerk Ford said that she reached out to the Water Superintendent right away but he was unavailable at that time so she spoke to Solicitor Ray who advised her to turn the water back on until he could look over the documentation more closely. She said she believes that Solicitor Ray has been in contact with the Water Superintendent since this incident, but the landlord had also been in the office to pay the past due balance for the property so the water can be left on. Solicitor Ray said there needs to be a decision as far as what should be done in the future when someone says they must have water and they come in with a note from a doctor. He said he researched the issue and there is no rule or regulation which requires service be maintained if someone is in need of water because the reality is everyone needs water, having a doctor say so with a note doesn't advance the process. Solicitor Ray explained the Authority has a statutory obligation to fund their system so there is no question that the Authority has a right to terminate for nonpayment of the bill. He said that Chairman Sennstrom was involved in the discussion surrounding the rental property in question, and they both thought it best to leave it on until the entire board could review the scenario and decide how to proceed. Solicitor Ray

pointed out there has always been a symbiotic relationship with the Water Department where when someone has an unpaid bill the water is turned off, instead of capping the line which is expensive, the water is turned off at the meter and gives the same result. He continues on, saying there is no policy in place currently that says if certain things, such as medical issues, occur that would be a reason not to turn the water off. He said the options are to do nothing; this system has worked for decades without a problem until now, or to implement a new policy by resolution on both the Authority and the Township sides. Chairman Sennstrom said it is his feeling that it is always better to have a clear cut, written policy for the administrative staff to follow in the office so that they cannot be accused of being inconsistent or unfair. He said it should be coordinated with the Water Department so that both entities are working together. Solicitor Ray pointed out there was a pre-meeting discussion in which it was decided that Chairman Sennstrom would speak to Water Superintendent Jack Lynch to come up with an idea to formalize a policy which will memorialize the current scenario. Alternate Member Smith said that he agrees that they need to have a policy on this situation. Solicitor Ray said after Chairman Sennstrom gets back to him in regards to his discussion with the Water Superintendent he will work with Clerk Ford to put together a policy and draft a resolution to implement it, and do the same on the Township side, which hopefully can be moved at the next meeting. Alternate Member Neu questioned the delinquent amount and the collection process. The process that the office follows for collections was explained to him. There was a brief discussion amongst the board regarding a possible review of the delinquency collection process in the future.

The third item for discussion is Laura's Glen Apartment Complex. Clerk Ford explained the apartment complex is currently past due by two quarters worth of water and sewer charges and the fourth quarter bills are set to go out this month. They have a signed agreement saying that payment would be in the office by the 20th of December. Clerk Ford said she was looking to the board for direction as far as how to handle the collection for this situation. Solicitor Ray said there was discussion pre-meeting about trying to avoid terminating water to the complex because of the amount of people it would impact. An alternative to turn off is to file suit against the owners of the complex. Solicitor Ray said they may pay out what they owe by the 20th. He also said that the code office has notified the state of the situation at the complex. Solicitor Ray said he plans to reach out to the code office to inquire about what the state is doing about the issue, so the problem could be solved without any involvement by the board. Solicitor Ray said he recommends looking into all these options and then report back at the next meeting because he does not suggest turn off. There was some discussion regarding the current conditions at the complex.

The final item for discussion is earned sick leave. Solicitor Ray explained the statute states sick leave must be provided to a certain class of employees. They earn one hour of sick leave for every 30 hours worked. If paid time off is already provided, that counts against the requirement. Solicitor Ray pointed out the only individual that will be effected by the new

statue will be the part time office worker who doesn't have any paid time off. He said it should be simple for the authority to keep track of, as they only have the one part time position.

Next is the engineer's report. Engineer Palgutta reported:

- Working with Superintendent Cooksey on the payment request for the Route 49 project.
- Received word from South State that they completed all the work, the signage, and reflectors. Once verified, final payment recommendations will be ready for the next meeting for the board's consideration.

The Superintendent's Report was given by Chairman Sennstrom as Superintendent Cooksey was on site at a repair job. Chairman Sennstrom reported:

- CIPP Project was completed successfully. There was a forcemain rupture in front of the old Hinkle's which was repaired. Waiting for that to settle so it can be patched.
- There was a gravity main failure on Washington Drive. That was repaired and a section of pipe replaced. Not finalized yet. Before Standard Pipe could come out to finalize, another void opened up just to the right of South Street. That also entailed the collapse of a storm pipe that was undermined and fell into the hole. The guys are on site working today to repair this.
- The plan is to get the reinforced concrete pipe lined from where it was left on route 49 to Heron Avenue before any other sinkholes develop and do more damage to the roadways.

Member Hourigan asked if the storm pipe on South Street has collapsed. Chairman Sennstrom said the pipe is actually located on Washington Drive. He explained when the 12 inch gravity main for the sanitary collapsed, it was pulling soil through and it undermined the crossing 12 inch RCP storm drain that fell into the hole. Member Hourigan asked if it effected the bases. Chairman Sennstrom said no, they were still collecting water they were just further causing erosion under the road because every time it rained the water was spilling into the soil beneath the road.

- RBC's will be ready for installation possibly around February or March.
- Chad Hoglen has passed the air break portion of his CDL. Has to take the road test next. Moving in the right direction.

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

Member Masten asked what came of the conversation at a previous meeting about rate increases. Chairman Sennstrom said he asked the CFO to look into the rate increase study along with Henry Ludwigsen of Bowman and Company to come up with more up-to-date information before going forward with an increase.

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