

The regular meeting of the Pennsville Sewerage Authority was called to order by Chairman Bernard Sennstrom, II, at 7:00 p.m. on Thursday, April 11, 2019 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, and Robert McDade. Other attendees included Alternate Member John Smith, Alternate Member Dan Neu, Superintendent Ronald Cooksey, Authority Solicitor Walter Ray, William Mesogianes of Sickels and Associates, Authority Engineer David Palgutta, Assistant Authority Clerk Kimberly Lockwood, and Authority Clerk Diane Ford. Authority Member William Masten was absent.

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

Resolution No. 19-48-SA APPROVING PAYMENT OF BILLS PROPERLY AUDITED

Member McDade moved for adoption of Resolution No. 19-48-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; McDade – yes; Sennstrom – yes; Smith – yes. Resolution No. 19-48-SA is approved.

Resolution No. 19-49-SA APPROVING MINUTES OF A REGULAR MEETING WHICH TOOK PLACE ON MARCH 14, 2019

Member McDade moved for adoption of Resolution No. 19-49-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; McDade – yes; Sennstrom – yes; Smith – yes. Resolution No. 19-49-SA is approved.

Resolution No. 19-50-SA AUTHORIZING LINE ITEM BUDGET TRANSFERS

Member McDade moved for adoption of Resolution No. 19-50-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; McDade – yes; Sennstrom – yes; Smith – yes. Resolution No. 19-50-SA is approved.

Resolution No. 19-51-SA AUTHORIZING THE AUTHORITY CHAIRMAN TO ENTER INTO A CONTRACT WITH THE “J” BOYS FOR 2019 LAWN SERVICES AT THE AUTHORITY’S 15 PUMPING STATIONS AND A 126’ X 62’ LOT ON FAIRVIEW AVENUE IN AN AMOUNT NOT TO EXCEED \$7,500

Member McDade moved for adoption of Resolution No. 19-51-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; McDade – yes; Sennstrom – yes; Smith – yes. Resolution No. 19-51-SA is approved.

Resolution No. 19-52-SA A RESOLUTION OF THE PENNSVILLE SEWERAGE AUTHORIZING THE AUTHORITY CHAIRMAN TO ENTER INTO A CONTRACT WITH SHAFTS AND SLEEVES FOR THE INSTALLTION OF NEW ELECTRICAL COMPONENTS ON THE AUTHORITY’S TRICKLING FILTER PUMP STATION CONTROL SYSTEM

WHEREAS, the Chairman and members of the Pennsville Sewerage Authority (hereinafter referred to as Authority) have been advised that in order for the trickling filter pump station to continue to function efficiently the control contractors, switches, and strain relief cables need to be replaced; and

WHEREAS, the Authority Superintendent has contacted the vendors regarding the work in question, and in response to that solicitation the following quotes were received:

Shafts & Sleeves	\$4,725.00
DC Pump Service LLC	\$4,974.00

WHEREAS, the Authority has determined that the lowest responsible quote was submitted by Shafts & Sleeves; and

WHEREAS, John Willadsen, the Chief Financial Officer of the Township of Pennsville, in accordance with the Shared Services Agreement entered into between the Township and the Authority dated February 14, 2019, has certified that there are funds available to pay the maximum amount of the contract.

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, and the facts and determinations shall have the same binding effect as the paragraphs set forth herein below.
2. They Authority Chairman is hereby authorized to enter into a contract with Shafts and Sleeves for the goods and services set forth in the preamble of this resolution is hereby ratified.

Member McDade moved for adoption of Resolution No. 19-52-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; McDade – yes; Sennstrom – yes; Smith – yes. Resolution No. 19-52-SA is approved.

Resolution No. 19-53-SA A RESOLUTION OF THE PENNSVILLE SEWERAGE AUTHORITY AUTHORIZING THE AUTHORITY CHAIRMAN TO EXECUTE AN AGREEMENT WITH C&H DISPOSAL FOR SLUDGE REMOVAL SERVICES

WHEREAS, the Chairman and Members of the Pennsville Sewerage Authority (hereinafter referred to as Authority) have determined it is both necessary and proper to enter into a contract for disposal of the waste water sludge from the Authority’s treatment plant; and

WHEREAS, the Superintendent has solicited bids for the work in question; and

WHEREAS, in response to the solicitation the following quotes were received:

<u>Bidders</u>	<u>Cents Per Gallon</u>
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1.	C&H Disposal	.0900 Cents
2.	Russell Reid	.1435 Cents
3.	Aqua-Tex Transport	.1050 Cents
4.	Fran Environmental	.09822 Cents

WHEREAS, the Chairman and Authority members have determined that the lowest responsible quote was submitted by C&H Disposal at .09 per gallon; and

WHEREAS, John Willadsen, the Chief Financial Officer of the Township of Pennsville, in accordance with the Shared Services Agreement entered into between the Township of Pennsville and the Authority dated February 14, 2019, has certified that there are funds available to pay the maximum amount of the contract.

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, and the facts and determinations shall have the same binding effect as the paragraphs set forth herein below.
2. The Authority Chairman is hereby authorized to execute an agreement with C&H Disposal for sludge removal services which will provide for a term of three years commencing on April 19, 2019 which agreement shall include the specifications, a copy of which is attached hereto as Exhibit A with the cost of services not to exceed \$160,000.

Member McDade moved for adoption of Resolution No. 19-53-SA and Member Chollis seconded.

Member McDade asked if this was the same company they used with the last contract. Superintendent Cooksey said yes, C&H has had the contract for twenty years and he is glad they got it again. Member Chollis said that she and Superintendent Cooksey spoke earlier in the day and she had asked him if he could get some information on Fran Environmental. Superintendent Cooksey said they are based out of Pennsylvania, they do all sorts of sludge and municipal work but he has never heard of them before but they are the next lowest bidder. Alternate Member Smith pointed out C&H is local so they are a better option as far as any emergency situations go.

Roll call vote as follows: Chollis – yes; Hourigan – yes; McDade – yes; Sennstrom – yes; Smith – yes. Resolution No. 19-53-SA is approved.

Resolution No. 19-54-SA A RESOLUTION OF THE PENNSVILLE SEWERAGE AUTHORITY APPROVING THE “NOT TO EXCEED” SUM OF \$250,000 AS SET FORTH IN THE AUTHORITY’S CHIEF FINANCIAL OFFICERS “CERTIFICATION OF AVAILABILITY OF FUNDS” ATTACHED TO AND INCORPORATED IN PENNSVILLE AUTHORITY RESOLUTION 18-57-SA WHICH RESOLUTION

AUTHORIZED THE CHAIRMAN TO ENTER INTO A CONTRACT BETWEEN THE AUTHORITY AND STANDARD PIPE SERVICES LLC., OF NEWARK, DELAWARE BY WAY OF A RETROACTIVE APPROVAL OF CONTRACT CHANGE ORDER NUMBER ONE

WHEREAS, by resolution number 18-57-SA the Chairman and members of the Pennsville Sewerage Authority (hereinafter Authority) authorized the Authority Chairman to enter into a contract with Standard Pipe Services LLC., for CIPP lining and manhole rehabilitation based on a standard form core bid of \$96,200; and

WHEREAS, subsequent to adopting the aforesaid resolution the Township's Chief Financial Officer certified the availability of funds in the amount "not to exceed \$250,000"

WHEREAS, subsequent to the adoption of the aforesaid resolution the Authority did, in fact, enter into a contract with the company aforesaid for CIPP lining and manhole rehabilitation with a cost not to exceed \$250,000; and

WHEREAS, the additional costs associated with the work in question are \$33,412.25 for a total of \$283,412.25; and

WHEREAS, the Authority Solicitor has advised the Authority that retroactive approval by way of a change order for the additional amounts incurred would be appropriate; and

WHEREAS, John Willadsen, the Chief Financial Officer of the Township of Pennsville, in accordance with the Shared Services Agreement entered into between the Township and the Authority dated February 14, 2019, has certified that there are funds available to pay the maximum amount of the contract.

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, and the facts and determinations shall have the same binding effect as the paragraphs set forth herein below.
2. The change order set forth in the preamble of this resolution is hereby approved, retroactively, which change order is in the amount of \$33,412.25.

Member McDade moved for adoption of Resolution No. 19-54-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; McDade – yes; Sennstrom – yes; Smith – yes. Resolution No. 19-54-SA is approved.

Resolution No. 19-55-SA AUTHORIZING THE TOWNSHIP'S CHIEF FINANCIAL OFFICER TO PAY STANDARD PIPE SERVICES, LLC., THE SUM OF \$205,976.25 FOR SERVICES RENDERED TO THE AUTHORITY IN ACCORDANCE WITH THE CONTRACT ENTERED INTO WITH THE AFORESAID COMPANY FOR CIPP LINING AND MANHOLE REHABILITATION SERVICES

Member McDade moved for adoption of Resolution No. 19-55-SA and Member Chollis seconded.

Member Chollis asked if everything was done. Superintendent Cooksey said yes and he has pictures of the work.

Roll call vote as follows: Chollis – yes; Hourigan – yes; McDade – yes; Sennstrom – yes; Smith – yes. Resolution No. 19-55-SA is approved.

Resolution No. 19-56-SA AUTHORIZING THE AUTHORITY CHAIRMAN TO ENTER INTO A CONTRACT WITH MUNICIPAL MAINTENANCE COMPANY, CINNAMINSON, NJ FOR SERVICES ASSOCIATED WITH THE INSTALLATION OF THE AUTHORITY’S NEW RBC UNIT

Member McDade moved for adoption of Resolution No. 19-56-SA and Member Chollis seconded.

Member Chollis commented on the difference in the bids. Member McDade asked the Superintendent if he was familiar with this company, he was curious to why there was such a discrepancy in the cost. Superintendent Cooksey said one of the initial quotes he received was \$90,000. He pointed out that this is a two-day job. Engineer Palgutta said the numbers are a little less than what they were anticipating, and he was actually surprised by the outcome. He said he was expecting the second low bidder to be more competitive but he came to find out the company is actually very busy and they would not be able to do it in the timeline.

Roll call vote as follows: Chollis – yes; Hourigan – yes; McDade – yes; Sennstrom – yes; Smith – yes. Resolution No. 19-56-SA is approved.

Next on the agenda is the discussion items. First for discussion is the proposed change of the lien sale resolution. Clerk Ford explained the tax lien sale process to the members of the board and explained what would actually be changing. There was some brief discussion about the tax lien sale procedure.

Resolution No. 19-57-SA A RESOLUTION OF THE CHAIRMAN AND MEMBERS OF THE PENNSVILLE SEWERAGE AUTHORITY AMENDING RESOLUTION 03-99-SA CHANGING THE TIME FRAME OF THE DELINQUENT CHARGES THAT ARE PROVIDED TO THE TAX COLLECTOR TO BE PLACED IN THE TOWNSHIP TAX LIEN SALE

WHEREAS, by resolution 03-99-SA the Chairman and members of the Pennsville Sewerage Authority (hereinafter Authority) established procedures for the collection of liens against real property for unpaid sewer service charges; and

WHEREAS, the Authority has determined that the continued efficient operation of the Pennsville Sewerage Authority dictates that they change the process of unpaid balances from “after a delinquency has existed for a period of one year” to balances of past due charges from the prior year.

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 in herein, and the facts and determinations shall have the same binding effect as the paragraphs set forth herein below.
2. The delinquency time period of one year as set forth in Pennsville Sewerage Authority Resolution No. 03-99-SA shall be changed to balance of past due charges from the prior year as set forth in the preamble of this resolution with the balance of the aforesaid resolution remaining in full force and effect.

Member McDade moved for adoption of Resolution No. 19-57-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; McDade – yes; Sennstrom – yes; Smith – yes. Resolution No. 19-57-SA is approved.

Next for discussion, Alternate Member Neu has another budget report which Assistant Clerk Lockwood provided to him which he feels is easier to read and understand. He showed the different reports to the board and explained the differences. He described why he thought it was an easier report to understand. The board discussed the benefits of the second version of the budget report. It was decided that for the May meeting Assistant Clerk Lockwood would provide both versions of the report to the members to decide which is the better format.

The Engineer's Report is next. Engineer Palgutta reported:

- Installation of RBC equipment. Bid awarded. Municipal Maintenance is certified installer for RBC. Delivery of RBC unit set for end of May. Coordinate this delivery between the contractor and manufacturer so there are no additional charges.

Alternate Member Smith asked if Municipal Maintenance has been notified of the delivery date. Engineer Palgutta said that no communication has been given at this point. Now that the bid has been awarded, the next step is to process the contracts and through that step the notification would be given to both parties. Alternate Smith said he had some concerns that the company could have bid low expecting an installation later in the year. Engineer Palgutta explained that in the installation documents it is clearly identified in there that there is to be a quick turnaround for installation, at this point it is just a matter of fine tuning the specifications.

- Notice to bidders for May 2nd, 11:00AM. Bids for Washington Drive roadway improvements.

Chairman Sennstrom mentioned the Financial Disclosure Forms. Clerk Ford said the forms must be completed and filed by April 30th.

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

- Not much to report. Spending a lot of time on Washington Drive, repairing manholes.
- Ended up doing seven additional manholes.
- Training completed today.
- Received a letter from DRBC, some parameters dropped for testing.

Member McDade had a question regarding finding dimples in the lining for laterals. He explained that typically, when they line the pipes they make an indent where the lateral comes into the main so that in the future if it needs to be cut out they can locate it. This liner was so thick there was no indication of where the laterals are. Member McDade asked if they came up with a method to correct this. Superintendent Cooksey said they did find it; they did not have a really good camera set up initially but when they came back they had the footage right. He explained the device they used to cut the laterals out was not the same length as the camera, so when they did the pre-video inspection the measurements were off. He also explained, the pipe being as big as it is also made it a little more difficult to get it one hundred percent accurate. Superintendent Cooksey explained the process of the inspection and mentioned he had some pictures and a video that he will email to the members to better explain the process. Chairman Sennstrom said they were lucky in that situation that there were only two active laterals along that area, if it had been a normal street with multiple lateral connections it would have been a terrible situation.

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 7:35 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