

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 13, 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. Member William Masten was absent.

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

Resolution No. 19-65-SA APPROVING PAYMENT OF BILLS PROPERLY AUDITED

Member McDade moved for adoption of Resolution No. 19-65-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; McDade – yes; Sennstrom – yes; Smith – yes. Resolution No. 19-65-SA is approved.

Resolution No. 19-66-SA APPROVING MINUTES OF A REGULAR MEETING OF THE PENNSVILLE SEWERAGE AUTHORITY WHICH TOOK PLACE ON MAY 9, 2019

Member McDade moved for adoption of Resolution No. 19-66-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; McDade – yes; Sennstrom – yes; Smith – yes. Resolution No. 19-66-SA is approved.

Resolution No. 19-67-SA A RESOLUTION OF THE CHAIRMAN AND MEMBERS OF THE PENNSVILLE SEWERAGE AUTHORITY HONORING DIANE L. FORD FOR HER SERVICE TO THE TOWNSHIP OF PENNSVILLE SEWERAGE AUTHORITY AND THE CITIZENS OF THIS TOWNSHIP

WHEREAS, Diane L. Ford was hired by the Pennsville Sewerage Authority on October 3, 1996 to fill the position of Office Assistant; and

WHEREAS, after she was hired Ms. Ford's technical and managerial qualities were clearly evident to the members of the then Board, therefore on January 28, 1999, she was promoted to the position of Authority Clerk; and

WHEREAS, during the 22 years that Ms. Ford was with the Authority, and while she served as clerk, her accomplishments were many including, instituting a successful delinquency collection process that has led the Authority to a 96% collection rate overall during her tenure; and

WHEREAS, as a result of her tireless efforts and precision with regard to record keeping, she led the Authority to "clean audits" for over a decade (meaning there were no "findings" suggesting shortcomings on the Authority's behalf); and

WHEREAS, in addition to the above, and when she was first appointed, she organized and brought the Authority's resolutions and detailed minutes current and she created and managed the Authority's first records retention system; and

WHEREAS, Ms. Ford has served the Board and the citizens of this Township with honesty and integrity during her tenure as first an Office Assistant and then later as a Clerk; and

WHEREAS, after an entirely successful career Ms. Ford has elected to retire effective November 1, 2019; and

WHEREAS, the members of the Authority have determined that Ms. Ford should be honored for her accomplishments as set forth above which they have determined are worthy of high praise and recognition.

NOW, THEREFORE, BE IT RESOLVED by the Chairman and members of the Pennsville Sewerage Authority that the accomplishments set forth above are hereby acknowledged with the grateful thanks of the members of the Authority both on their own behalf and on behalf of the citizens of this Township.

BE IT FURTHER RESOLVED that a suitably framed copy of this resolution shall be read and presented to Ms. Ford at a public meeting of the Pennsville Sewerage Authority.

Member McDade moved for adoption of Resolution No. 19-67-SA and Member Chollis seconded.

The members of the board each took the time to share their praise and appreciation for Clerk Ford and her many years of service to the Township of Pennsville Sewerage Authority. Clerk Ford expressed her sincerest thanks to the members of the board and Solicitor Ray.

Roll call vote as follows: Chollis – yes; Hourigan – yes; McDade – yes; Sennstrom – yes; Smith – yes; Neu – yes. Resolution No. 19-67-SA is approved.

The first item for discussion is the part time employee opening for the administration office. Assistant Clerk Lockwood explained she did run an ad in the paper on Friday with the hourly wage advertised as \$15 an hour so that people who came in to apply were aware of what the rate would be. She went on to say she has had close to a dozen applications filed out and returned to her, with interviewing to start the following week for a recommendation at the July meeting. Member Chollis asked what the cost was to run the ad in the newspaper. Assistant Clerk Lockwood said it was about \$500 to run the ad in the paper for one day, and online for 30 days. She also mentioned she had it posted on the Township of Pennsville Facebook page as well which generated the majority of the applicants. Assistant Clerk Lockwood explained that Friday June 14th would be the last day for applications to be handed in, and she was prepared to do interviews on Tuesday and Thursday the following week. Member Chollis asked if the applicants were all local. Assistant Clerk Lockwood answered yes, they are all applications from the Salem County area.

Next for discussion is the nonpayment penalty for the delinquency collection period. Clerk Ford explained a situation with a resident whose property went to termination and the resident recently experienced a death in the family. This resident had asked if there was a way to have the penalty fee waived from the account given the circumstances. Clerk Ford informed the board that she explained the delinquency policy and procedures to the resident, and these are set policies that the office cannot stray from. She advised the resident that he would have to write a letter to the members of the board with his request. Clerk Ford pointed out to the board that just during this most recent delinquency they have had several other residents inquiring about the same thing, each experiencing their own personal hardship, that were told of the policy and had to pay the fees without being waived. Clerk Ford pointed out that in the past they have had similar situations where properties were terminated where there was recently a death in the family and fees were not waived. She explained while she understands it is ultimately up to the board to make the decision, they should take into consideration what it would mean to stray from the policy that has been set in place. Member McDade asked what the monetary value of the issue was. Clerk Ford explained it was a \$200 penalty. Member McDade asked what Jack Lynch's opinion on the situation was. Clerk Ford explained his opinion differs between residents asking for things due to a hardship, and when it is a rental property that is affected. Alternate Member Smith pointed out this being a rental property situation, it does not make it a hardship case as such. He went on to say with this property being an asset to the owner's business, he does not feel the fee should be waived. Member McDade asked about the owner's history with paying the bills for this property, was the account always paid on time prior to the death in the family. Clerk Ford said she would have to look into the account history to know. Chairman Sennstrom explained his issue with the situation is that there were two billing quarters that had passed without payment. It is not a situation where one bill slipped through the crack due to the circumstance, but because two bills were ignored he has a hard time with the argument. Alternate Member Smith mentioned again that this is not a hardship as the owner was receiving income from the rental in order to pay for this bill. Member Chollis said that this turn off saved him money by triggering him to come into the office and pay the other bill before the second property went to termination. Chairman Sennstrom pointed out there are plenty of people that have gone through similar situations that managed to pay their bills on time. He went on to say his thoughts are if they do this now, they will have to do it again and again with other residents in their own circumstances. The other members of the board agreed. Chairman Sennstrom entertained a motion to respectfully reject the request of Frank P. Comerford for a refund in the amount of \$200. Member McDade moved to approve the motion. Member Chollis seconded. All aye. Motion carried.

The next item for discussion is the plans and specifications for the new Dollar General building. Clerk Ford explained she just wanted to make the board aware that Superintendent Cooksey received a set of plans and specifications which are located at the treatment plant. She confirmed with the Superintendent that Dollar General would need to file an application that would have to be reviewed by the Superintendent and members of the board. Superintendent Cooksey said he has not gotten to the approval stage but he has looked over the plans briefly

and they are not sure about where they are going to connect to yet. Chairman Sennstrom said he also received a copy of plans which shows connections being made to North Broadway. Superintendent Cooksey pointed out that the plans noted it was 'to be determined' and they are still uncertain about the connection. There was some discussion about the technicalities of the plans and specifications for the new building.

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

- Update on the Washington Drive project. Contracts have been received and will be processed. The notice to proceed will be going out, and mobilization will be July 8. Moving forward nicely.

Member Hourigan asked how long the project would take. Engineer Palgutta explained the office said it would take about a week or two at most.

- RBC installation has been completed. One minor hiccup with the base plate that came from the manufacturer. Been working with them. Contractor will submit a change order with his final payment in the amount of \$5,500.00. Already worked out with the manufacturer who will be giving the Authority the same credit back on their final payment. The transaction will be a wash for the Authority. No confirming paperwork, but by the next cycle it should all be completed for recommendation.
- Talking to Superintendent regarding the Route 49 forcemain. Will defer to Superintendent Cooksey for the means and methods that were being discussed moving forward.

Superintendent Cooksey said after talking to Standard Pipe Services and looking into the area, it seems that lining would not be the ideal way to complete the job. He explained they would have to break the pipe open in several different spots, video the pipe, clean it, dry it out, line it, and re-video it which would require an extended bypass. Superintendent Cooksey said on top of that you would have to hope that there are no other issues during this process. He said in his opinion this process seems a little too risky. Superintendent Cooksey said he wanted to look into the direction drilling method that was used on East Pittsfield Street last year. Superintendent Cooksey advised the area needs to be surveyed to see how much right-of-way there is off the shoulder of the road to do the directional drilling project. He explained he would like to get an authorization to have that done for the next meeting. Chairman Sennstrom pointed out the other good thing about getting the survey done gives a good location on all of the existing utilities in that area. Superintendent Cooksey explained there will be some complications with where the tie in to Kent Avenue is located which needs to be worked out. The area of Main Street Dental would have to be surveyed because there is a pumping station that goes underneath Route 49 and ties into the existing forcemain, so that would have to be reconnected down the street a little. Superintendent Cooksey said there are a couple businesses in that area that are connected there. He explained he had a thought about possibly running a line behind the Custard Stand and the Farm Market in the fielded area to tie those facilities into the gravity line on Kent Avenue. Superintendent Cooksey explained this is

something Sewerage Authority employees could do and he does not feel it would be fair to burden those businesses with the cost because it would be such a significant benefit to the Sewerage Authority. He said he has not approached any land owners about it yet. Chairman Sennstrom pointed out they are in common ownership. Superintendent Cooksey added that there is a terminal manhole on Kent Avenue that they could tie into. Superintendent Cooksey said there are several complications with the project but his main concern is getting the surveying done so they know what area they have to work with. There was some discussion between the members of the board and the Superintendent regarding the businesses in that area and where the best place to connect to the system would be. Superintendent Cooksey said there are some small complications that need to be worked out. Chairman Sennstrom said at this point, what the Superintendent would need is direction from the authority allowing him to engage Sickels and Associates for a land survey to establish the existing conditions. Superintendent Cooksey said yes, he hopes to have the survey done so that they can confirm their options. Solicitor Ray read the following resolution aloud from the table:

Resolution No. 19-68-SA A RESOLUTION OF THE CHAIRMAN AND MEMBERS OF THE PENNSVILLE SEWERAGE AUTHORITY AUTHORIZING THE AUTHORITY ENGINEER TO SURVEY APPROXIMATELY 2000 LINEAR FEET ON THE EAST SIDE OF ROUTE 49 FROM PUMP STATION NUMBER 3 TO THE TERMINAL MANHOLE AT 328 NORTH BROADWAY AS PART OF THE SEWERAGE AUTHORITY PUMP STATION NUMBER 3 FORCE MAIN REPLACEMENT PROJECT

WHEREAS, the Chairman and members of the Pennsville Sewerage Authority (hereinafter referred to as Authority) have determined that a portion of the force main located on the North end of route 49 between pump station number 3 and the terminal manhole at 328 North Broadway located in the Township of Pennsville, has deteriorated and is in need of either repair or replacement; and

WHEREAS, in order to assist the Authority Superintendent and the Authority Engineer in preparing a plan for the project in question, a survey must be performed; and

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. Authority Engineer is hereby authorized to perform the survey mentioned in the preamble of this resolution with a preliminary cost not to exceed \$15,000.

Member McDade moved for adoption of Resolution No. 19-68-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; McDade – yes; Sennstrom – yes; Smith – yes. Resolution No. 19-68-SA is approved.

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

- DEP inspection went well. Only recommendation was to update on-site storm water permit. That has been taken care of, no problems.
- Did typical maintenance.
- Completed video inspections for all the road overlays.
- Showed pictures to the members of the pipe that will be fixed next week.

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

Alternate Member Smith asked where things sit as far as the revamping of the entrance of the administration building. He mentioned that the tree in front of the building is dying. Alternate Member Smith said he remembered they were supposedly having some architectural designing done of the new security ramp for the front of the building. He pointed out that it has been approximately six months since there has been an update. Member McDade said there was an audit of the facility and they came up with other solutions besides building that ramp. He said they have not finalized that yet, and he will have to go and look at the recommendations to see what they did come up with. Member McDade said it was settled that they will be leaving the ramp as it is. Alternate Member Smith asked what about the tree that is dying. Member McDade said he has not looked at the tree, but if the tree is dying they will take the tree down. Alternate Member Smith pointed out that could also be a liability issue.

Member McDade asked about the finances as far as the forcemain project that was just discussed for this year. Superintendent Cooksey said he hasn't talked to CFO John Willadsen about it yet but his understanding was the financing that was done through the Township put the Authority back in good standing. Member McDade said he was curious if they would have to do something like that again as far as financing. Superintendent Cooksey said he thinks eventually they would have to do another bond when he can come up with all the projects that he feels needs to be done in the next twenty years. Member McDade explained while it is a pricey maneuver he is glad that they are going forward with it this way because trying to do a liner in there and having to go through that process would be more difficult.

Chairman Sennstrom entertained a motion to adjourn. Member McDade so moved and Member Chollis seconded. All "aye", motion approved. Meeting adjourned at 7:37 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