

The regular meeting of the Pennsville Sewerage Authority was called to order by Chairman Bernard Sennstrom, II, at 7:00 p.m. on Thursday, October 10, 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, William Masten, and Robert McDade. Other attendees included Alternate Member Dan Neu, Assistant Superintendent Mark Kuhns, Authority Solicitor Walter Ray, William Mesogianes of Sickels and Associates, Authority Engineer David Palgutta, Henry Ludwigsen of Bowman and Company, CFO John Willadsen and Acting Authority Clerk Kimberly Lockwood. Alternate Member John Smith was absent.

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

Resolution No. 19-91-SA APPROVING PAYMENT OF BILLS PROPERLY AUDITED

Member McDade moved for adoption of Resolution No. 19-91-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – yes; McDade – yes; Sennstrom – yes. Resolution No. 19-91-SA is approved.

Resolution No. 19-92-SA APPROVING MINUTES OF A REGULAR MEETING OF THE PENNSVILLE SEWERAGE AUTHORITY WHICH TOOK PLACE ON SEPTEMBER 12, 2019

Member McDade moved for adoption of Resolution No. 19-92-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – abstain; Masten – yes; McDade – yes; Sennstrom – yes; Neu – yes. Resolution No. 19-92-SA is approved.

Resolution No. 19-93-SA AMENDING RESOLUTION NUMBER 15-88-SA WHICH AMENDMENT WILL REDUCE THE PROCESSING FEE FOR CHECKS RETURNED FROM THE AUTHORITY'S DEPOSITORY FOR AUTHORITY FUNDS FOR "INSUFFICIENT FUNDS" OR "OTHER REASONS" FROM \$40 TO \$20

Member McDade moved for adoption of Resolution No. 19-93-SA and Member Chollis seconded.

Solicitor Ray pointed out the change in the fee is due to the statutory limitation which Clerk Lockwood brought to his attention.

Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – yes; McDade – yes; Sennstrom – yes. Resolution No. 19-93-SA is approved.

Resolution No. 19-94-SA A RESOLUTION OF THE CHAIRMAN AND MEMBERS OF THE PENNSVILLE SEWERAGE AUTHORITY ATTESTING TO THEIR REVIEW OF THE AUTHORITY'S ANNUAL AUDIT

Member McDade moved for adoption of Resolution No. 19-94-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – yes; McDade – yes; Sennstrom – yes. Resolution No. 19-94-SA is approved.

Resolution No. 19-95-SA INTRODUCING THE AUTHORITY'S ANNUAL BUDGET

Member McDade moved for adoption of Resolution No. 19-95-SA and Member Chollis seconded.

Henry Ludwigsen of Bowman and Company explained the variances in the budget to the members of the board. Mr. Ludwigsen said once the capital need study is completed they may want to discuss a rate increase to fund future improvements. Member McDade pointed out they have been discussing the increase for a few years, they will see what happens with the study.

Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – yes; McDade – yes; Sennstrom – yes. Resolution No. 19-95-SA is approved.

Resolution No. 19-96-SA ACKNOWLEDGING THE BID RECEIVED BY SOUTH JERSEY POWER CO-OPERATIVE FOR NATURAL GAS USAGE AND REAFFIRMING THE AUTHORITY'S PARTICIPATION IN THE COOPERATIVE THROUGH THE COUNTY OF SALEM

Member McDade moved for adoption of Resolution No. 19-96-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – yes; McDade – yes; Sennstrom – yes. Resolution No. 19-96-SA is approved.

Resolution No. 19-97-SA AMENDING AUTHORITY RESOLUTION 19-90-SA TO REFLECT THAT THE NJDEP TREATMENT WORKS APPLICATION FOR THAT PROJECT COMMONLY KNOWN AS THE "PUMPING STATION NUMBER 3 FORCE MAIN IMPROVEMENT PROJECT" IS \$2,950.00 AND NOT \$3,674.00

Member McDade moved for adoption of Resolution No. 19-97-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – yes; McDade – yes; Sennstrom – yes. Resolution No. 19-97-SA is approved.

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

- At a position to make the DEP submission for Pumping Station Number 3. Design of the sanitary sewer has been completed. Still a few things to work out with PSA superintendents regarding the existing connections to the forcemain as well as traffic control. This will get the application in the review process with the DEP. Forms to be signed tonight. With the receipt of the application fee and public notifications, will be in a position to make submission.

Member Chollis asked what the time frame would be once everything is in line. Engineer Palgutta said once the submission is made to the DEP they intend to try and shorten the

administrative period by meeting with DEP directly as opposed to making the submission through the mail which would set the project back about a month. Once it is moved on to a technical review they are allowed 90 working days to complete that review. Engineer Palgutta explained it could be three months depending on how busy they are. When approval is received from the DEP they can then go out to bid.

Next for discussion is the Superintendent's Report. Assistant Superintendent Kuhns reported:

- Odor complaints from main pumping station recently. Mostly due to the low flow and hot weather. There is a bio filter there that incorporates wood chips to remove odor from discharge. Changed out the wood chips in the filter. Talked to the neighbors, everything ok now.
- Company cleaned Number 5 pumping station, located by the Queen of Apostles Church, there was a lot of grease built up inside.
- New truck was delivered. Took some time to order after approval earlier this year.

Member Hourigan asked if that was the truck to be shared with the Highway Department. Assistant Superintendent Kuhns said no, this one is just for the Sewerage Authority. Member McDade asked what the issue was with Gus's Pizzeria from the phone call he had made to the treatment plant a few days prior. Assistant Superintendent Kuhns said they figured out it was one of the floor drains in the building. He said he had advised the owner to pour some water through the drain to clear it out, as far as he could tell it is a non-issue. Member McDade said last week they were discussing capacity that has been set aside for affordable housing. Engineer Palgutta said there were various tables in the office. Engineer Palgutta said he has a lot of different calculations but he wants to reach out to Michael for the final. He said in the meantime, he has reached out to the applicant but they have not responded back yet with any final projections. They provided a few different numbers previously, but until they submit a formal application it is hard to determine. Member McDade said he thinks they were discussing a food processing plant going into that location. He said the capacity there is important, he is hoping the number does not restrict what they want to put on the site. Engineer Palgutta said he will make it a point to reach out to Michael regarding the final determination. Member McDade pointed out they need to do the same thing on the water side of the project. There was some discussion regarding options as far connection and capacity options for the new development location.

CFO Willadsen asked Chairman Sennstrom if the board would like to discuss the audit. Henry Ludwigsen of Bowman and Company went over the annual audit of the Sewerage Authority for the members of the board. There was some discussion between Mr. Ludwigsen and the members regarding the audit report packet. Chairman Sennstrom asked CFO Willadsen if they could discuss the QPA business. CFO Willadsen explained that during the exit conference they discussed the availability of having a Qualified Purchasing Agent. He did reach out to the

QPA for the county to see if they would be interested in entering into a shared service with the Sewerage Authority. CFO Willadsen said the county would require more discussion before they can come to a decision. The advantages of having the QPA would be increases the thresholds for bids and quotes. There was some discussion regarding the process that would be required for creating a shared service with the county for the QPA.

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

Resolution No. 19-98-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.

Member McDade moved for adoption of Resolution No. 19-98-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – yes; McDade – yes; Sennstrom – yes. Resolution No. 19-98-SA is approved.

Closed session minutes on a separate document.

RESOLUTION NO. 19-99-SA A RESOLUTION OF THE CHAIRMAN AND MEMBERS OF THE PENNSVILLE SEWERAGE AUTHORITY APPOINTING KIMBERLY LOCKWOOD AS THE AUTHORITY'S CLERK FOR AN INDETERMINATE TERM AT AN ANNUAL SALARY OF \$56,000.00

WHEREAS, by resolution number 18-62-SA the Chairman and members of the Pennsville Sewerage Authority (hereinafter Authority) accepted the resignation of Diane Ford as the Authority Clerk effective November 1, 2019; and

WHEREAS, thereafter, the Authority appointed Kimberly Lockwood as the Authority's acting Clerk for the period of July 15, 2019 through October 31, 2019; and

WHEREAS, the Authority has determined that it is both necessary and proper that a new Authority Clerk be appointed.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Pennsville Township Sewerage Authority, at an open public meeting held on October 10, 2019 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 paragraphs set forth herein below.
2. Kimberly Lockwood is appointed as the Authority's clerk for an indeterminate term effective November 2, 2019 at an annual salary of \$56,000.00.

Member McDade moved for adoption of Resolution No. 19-99-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – yes; McDade – yes; Sennstrom – yes. Resolution No. 19-99-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 8:10 p.m.

Taped by Kimberly A. Lockwood

Transcribed by Stevie-Nicole R. Tinklepaugh/ Kimberly A. Lockwood

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

PENNSVILLE SEWERAGE AUTHORITY

---

Scott Hourigan, Secretary