

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 12, 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 John Smith, Superintendent Ronald Cooksey, Authority Solicitor Walter Ray, Authority Engineer David Palgutta, William Mesogianes of Sickels and Associates, Assistant Authority Clerk Stevie Tinklepaugh and Authority Clerk Kimberly Lockwood. Alternate Member Daniel Neu was absent.

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

**Resolution No. 19-109-SA APPROVING PAYMENT OF BILLS PROPERLY AUDITED**

Member McDade moved for adoption of Resolution No. 19-109-SA and Member Chollis seconded. Roll call vote as follows: Chollis – abstain; Hourigan – yes; Masten – yes; McDade – yes; Sennstrom – yes. Resolution No. 19-109-SA is approved.

**Resolution No. 19-110-SA APPROVING MINUTES OF A REGULAR MEETING OF THE PENNSVILLE SEWERAGE AUTHORITY WHICH TOOK PLACE ON NOVEMBER 14, 2019**

Member McDade moved for adoption of Resolution No. 19-110-SA and Member Chollis seconded. Roll call vote as follows: Chollis – abstain; Hourigan – yes; Masten – yes; McDade – yes; Sennstrom – yes. Resolution No. 19-110-SA is approved.

**Resolution No. 19-111-SA ESTABLISHING AN ESCROW ACCOUNT FOR THAT PROJECT COMMONLY KNOWN AS THE CALPINE REDEVELOPMENT AREA PROJECT, LOCATED ON TAX BLOCK 301, LOTS 12, 13, 13.01, 15, AND 15.01 AS SHOWN ON THE OFFICIAL TAX MAP OF PENNSVILLE**

Member McDade moved for adoption of Resolution No. 19-111-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – yes; McDade – yes; Sennstrom – yes. Resolution No. 19-111-SA is approved.

**Resolution No. 19-112-SA AUTHORIZING THE AUTHORITY CLERK TO WAIVE INTEREST ON ACP PENNSVILLE ASSOCIATE'S ACCOUNT NO. 1902562-2 WHICH INTEREST WAS INCURRED AS A RESULT OF A QUESTION ASSOCIATED WITH THE ACCURACY OF THE METER READING FOR THE ACCOUNT IN QUESTION**

Member McDade moved for adoption of Resolution No. 19-112-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – yes; McDade – yes; Sennstrom – yes. Resolution No. 19-112-SA is approved.

Resolution No. 19-113-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. 19-113-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – abstain; McDade – yes; Sennstrom – yes. Resolution No. 19-113-SA is approved.

Resolution No. 19-116-SA APPOINTING HAWKINS DELAFIELD & WOOD LLP AS THE AUTHORITY'S BOND COUNSEL FOR SERVICES ASSOCIATED WITH ISSUANCE OF BONDS TO PAY FOR THE COST OF IMMEDIATE UPGRADES TO THE AUTHORITY'S SYSTEM WHICH BONDS SHALL BE ISSUED BY THE NEW JERSEY INFRASTRUCTURE BANK

Member McDade moved for adoption of Resolution No. 19-116-SA and Member Chollis seconded.

There was some discussion between the Authority Members and Solicitor Ray regarding this bonding process and how it is to move forward.

Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – yes; McDade – yes; Sennstrom – yes. Resolution No. 19-116-SA is approved.

Resolution No. 19-117-SA ESTABLISHING A NEW JOB DESCRIPTION FOR THE AUTHORITY'S DEPUTY CLERK

Member McDade moved for adoption of Resolution No. 19-117-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – yes; McDade – yes; Sennstrom – yes. Resolution No. 19-117-SA is approved.

Resolution No. 19-118-SA AUTHORIZING THE CHAIRMAN TO EXECUTE A SHARED SERVICES AGREEMENT WITH THE TOWNSHIP OF PENNSVILLE WHICH WILL PROVIDE SERVICES TO BE RENDERED BY THE PENNSVILLE SEWERAGE AUTHORITY OFFICE FOR JOINT BILLING OF SEWER ACCOUNTS AND TOWNSHIP WATER ACCOUNTS

Member McDade moved for adoption of Resolution No. 19-118-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – yes; McDade – yes; Sennstrom – yes. Resolution No. 19-118-SA is approved.

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

- Met with engineer for Calpine Redevelopment Project. Working through average daily flow values with client. Discussed completing a sanitary sewer analysis from the potential tie in point to the pump station to see what capacity is available. Anticipating a more complete set of plans by February.

There is discussion regarding the Calpine Redevelopment Project moving forward.

- Update on Pumping Station Number Three Forcemain. Still in the DEP's hands. They have until February to complete technical review. Once the approval is received they will have to decide the urgency to go to bid and where the funding will come from.

Engineer Palgutta explained what would be required by the New Jersey Infrastructure Bank to set up an account for the funding process. There is discussion amongst the members in regards to this process and appointing designated individuals for the account. Solicitor Ray read the following resolution at the table:

Resolution No. 19-119-SA A RESOLUTION OF THE CHAIRMAN AND MEMBERS OF THE PENNSVILLE SEWERAGE AUTHORITY DESIGNATING THE AUTHORITY CHAIRMAN, SUPERINTENDENT, ENGINEER AND CFO AS THE INDIVIDUALS WHO WILL INTERACT WITH THE NEW JERSEY INFRASTRUCTURE BANK WHEN THE AUTHORITY APPLIES FOR FUNDING FOR VARIOUS IMPROVEMENTS TO THE AUTHORITY'S SYSTEM

**WHEREAS**, the Chairman and members of the Pennsville Sewerage Authority (hereinafter referred to as Authority) have determined that, in order to ensure the continuous efficient operation and cost effective service to the Authority's rate payers, various upgrades and improvements should be made to the Authority's system; and

**WHEREAS**, the Authority has been advised by its engineer and CFO that funding is available through the New Jersey Infrastructure Bank (hereinafter Bank); and

**WHEREAS**, the Bank requires that an applicant for such funding designate one or more "contact" representatives from the Authority.

**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 having the same binding effect as the paragraphs set forth below.
2. They hereby designate the Authority's Chairman, Superintendent, Engineer and CFO as the contact individuals mentioned in the preamble of this discussion.

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

- Everything at the plant is working well. In compliance with regulations.
- Generator voltage regulator had to be replaced at Number Five Station.
- Calculated average flow for the last several years to work off of with the COAH capacity and the coming Calpine Redevelopment. Numbers change erratically year-to-year based on the flow for that year.

The next item for discussion is the JIF meeting. Clerk Lockwood went over details for the JIF meeting in February and advised anyone planning to attend to reach out and let her know.

Delinquency reports are next for discussion. Clerk Lockwood went over the reports provided to the members in more detail. Clerk Lockwood explained the process and funds that were collected throughout the delinquency collection procedure. She also went over specific incidents that occurred during the collection process with the members.

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

Resolution No. 19-114-SA AUTHORIZING A CLOSED SESSION IN ACCORDANCE WITH THE OPEN PUBLIC MEETINGS ACT

Matters involving the terms and conditions of a collective bargaining agreement, and the employment relationship between the Pennsville Sewerage Authority and an Authority employee.

Member McDade moved for adoption of Resolution No. 19-114-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – yes; McDade – yes; Sennstrom – yes. Resolution No. 19-114-SA is approved.

Closed session minutes on a separate document.

Resolution No. 19-115-SA APPOINTING STEVIE NICOLE TINKLEPAUGH AS THE AUTHORITY'S DEPUTY CLERK

**WHEREAS**, the position of Deputy Clerk for the Township of Pennsville's Sewerage Authority (hereinafter Authority) is currently vacant; and

**WHEREAS**, the Authority has determined that it is both necessary and proper to fill the position and that they Authority's Assistant Clerk, Stevie Nicole Tinklepaugh, has the necessary qualifications to fill the position 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 having the same binding effect as the paragraphs set forth below.
2. They hereby appoint Ms. Stevie Nicole Tinklepaugh as the Deputy Clerk of the Pennsville Sewerage Authority, effective January 1, 2020.
3. Ms. Tinklepaugh shall be compensated for the services which she will render to the Authority as the rate of \$38,000.00 per year and shall be entitled to all benefits associated with a newly hired full-time employee of the Authority.
4. The appointment set forth above shall be rescinded in the event Ms. Tinklepaugh notifies the Authority Chairman prior to the date aforesaid, to wit January 1, 2020 that she either does not accept the appointment or that she finds the salary to be inadequate.

**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 Personal Policy manual.

Member McDade moved for adoption of Resolution No. 19-115-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – yes; McDade – yes; Sennstrom – yes. Resolution No. 19-115-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 8:36 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

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Scott Hourigan, Secretary