

The regular meeting of the Pennsville Sewerage Authority was held virtually and called to order by Chairman Bernard Sennstrom, II, at 6:30 p.m. on Thursday, April 9, 2020. Chairman Sennstrom read the Open Public Meetings Act Statement.

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 Daniel Neu, Superintendent Ronald Cooksey, Authority Solicitor Walter Ray, Authority Engineer David Palgutta, and Authority Clerk Kimberly Lockwood.

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

Resolution No. 20-43-SA APPROVING PAYMENT OF BILLS PROPERLY AUDITED

Member McDade moved for adoption of Resolution No. 20-43-SA and Member Chollis seconded.

Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – yes; McDade – yes; Sennstrom – yes. Resolution No. 20-43-SA is approved.

Resolution No. 20-44-SA APPROVING MINUTES OF A REGULAR MEETING OF THE PENNSVILLE SEWERAGE AUTHORITY WHICH TOOK PLACE ON MARCH 12, 2020

Member McDade moved for adoption of Resolution No. 20-44-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – yes; McDade – yes; Sennstrom – yes. Resolution No. 20-44-SA is approved.

Resolution No. 20-45-SA APPROVING MINUTES OF AN EXECUTIVE SESSION OF THE PENNSVILLE SEWERAGE AUTHORITY WHICH TOOK PLACE ON MARCH 12, 2020

Member McDade moved for adoption of Resolution No. 20-45-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – yes; McDade – yes; Sennstrom – yes. Resolution No. 20-45-SA is approved.

Resolution No. 20-46-SA AUTHORIZING THE AUTHORITY'S CHAIRMAN TO EXECUTE A PROPOSAL ACCEPTANCE AND NOTICE TO PROCEED WHICH WILL AUTHORIZE THE AUTHORITY ENGINEER TO RENDER ENGINEERING SERVICES ASSOCIATED WITH THE BIDDING, CONTRACT ADMINISTRATION, CONSTRUCTION OBSERVATION AND NJEIP CONSTRUCTION PROCESS ASSOCIATED WITH THAT PROJECT COMMONLY KNOWN AS THE PENNSVILLE SEWERAGE AUTHORITY PUMP STATION NO. 3 FORCE MAIN REPLACEMENT PROJECT.

Member McDade moved for adoption of Resolution No. 20-46-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – yes; McDade – yes; Sennstrom – yes. Resolution No. 20-46-SA is approved.

Resolution No. 20-47-SA AUTHORIZING THE AUTHORITY CHAIRMAN TO ENTER INTO A CONTRACT WITH THE "J" BOYS FOR 2020 LAWN SERVICES AT THE AUTHORITY'S 15 PUMPING STATIONS AND A 126' X 62' LOT ON FAIRVIEW AVENUE IN AN AMOUNT NOT TO EXCEED \$7,800

Member McDade moved for adoption of Resolution No. 20-47-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – yes; McDade – yes; Sennstrom – yes. Resolution No. 20-47-SA is approved.

The Engineer's report is next on the agenda. Engineer Palgutta reported:

Pumping Station No. 3 Force Main documents were submitted to the DEP on March 25, 2020. They are now moving into preparing the technical and bid documents that are required for submission. He explained there will be additional resolutions and statements required by the Authority and he will work on those for the next meeting with the appropriate people.

There were some brief questions regarding inspections and observations and who would be performing those duties at Sickels. Due to technical difficulties, Mr. Neu will email or call Mr. Palgutta with further questions.

The Superintendents report was next. Mr. Cooksey reported that:

- alternating crews to comply with social distancing.
- video inspections will be performed in the next few weeks for storm and sanitary pipes for the township road overlays.
- The DEP notified the plant that composite sampling can be cut down to twice a month due to the COVID 19 issues which will result in a savings for the Authority.

Mr. Masten asked about the sink hole on N. River Dr. near Jenkins Ave. Mr. Cooskey advised that they will be taking care of it.

Member McDade thanked the department employees for their help with lining the pipe near the park. And also the work they will be doing with identifying issues with underground utilities prior to the contract with paving is appreciated.

The meeting was opened back up to the public. No public comments were made.

Mr. Hourigan asked the clerk about signing the documents from the meeting. Mr. Sennstrom asked if they could be emailed or if an original signature is needed. Mr. Ray advised electronic signatures are appropriate.

Mr. Masten asked about the office staffing and morale. Clerk Lockwood advised that the part-time clerk will be incorporated back into a rotation at the office beginning next week. She also advised that the deputy clerk will begin working from home when the IT issues have been worked out. She will then have access to the billing system and her email. She went on to explain that it's her understanding as well as that of the CFO that the deputy clerk falls under

legislation from the state to allow a work from home option due to the COVID 19 state of emergency. Member McDade added that laptops have been purchased and it is getting close to the work from home option. The Chairman added that it should be early next week that the issues will be worked out.

Mr. Ray suggested a resolution to authorize electronic signatures. The following resolution was read at the table:

Resolution No. 20-48-SA AUTHORIZING CERTAIN AUTHORITY OFFICIALS AND EMPLOYEES TO SIGN DOCUMENTS ELECTRONICALLY.

WHEREAS, the Chairman and members of the Pennsville Sewerage Authority (hereinafter Authority) have determined that as a result of COVID-19 and associated “social distancing” the continued efficient operation of the Authority will be promoted if they authorize certain Authority officials and employees to sign and transmit documents electronically.

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 which facts and determinations shall have the same binding effect as the paragraphs set forth herein below.
2. The below listed Authority officials and employees are hereby authorized to sign and transmit documents associated with authority business electronically.
 - a. Members of the Board.
 - b. Authority Clerk
 - c. Authority Chief Financial Officer
 - d. Plant Superintendents
 - e. Solicitor
3. Any document to be signed electronically shall bear a note under the signature line “This document signed and/or transmitted electronically” and shall have the same legally binding effect as if the signatory signed the original document.

Member McDade moved for adoption of Resolution No. 20-48-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – yes; McDade – yes; Sennstrom – yes. Resolution No. 20-48-SA is approved.

Member Chollis asked the Clerk about collections after the COVID 19 crisis resolves and what may be available or considered for delinquency collection options. The Clerk advised that she is monitoring legislation as the governor has currently requested no shut offs occur during the crisis. She went on to say she has considered a reminder notice sent for delinquent accounts but the wording would need to be evaluated and cautionary since shut offs are on

hold for now. A reminder notice would involve programming and coordination with Edmunds to create a PDF file that could be used. The Clerk said that more guidance will be needed from the state before further action could be taken.

Chairman Sennstrom entertained a motion to adjourn. Member McDade so moved and Member Chollis seconded. All "aye", motion approved. Meeting adjourned at 7:00 p.m.

Taped by Kimberly A. Lockwood

Transcribed by Kimberly A. Lockwood

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

PENNSVILLE SEWERAGE AUTHORITY

Scott Hourigan, Secretary