

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, December 10, 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 Dan Neu, Superintendent Ronald Cooksey, Authority Solicitor Walter Ray, Authority Engineer David Palgutta, CFO John Willadsen, and Authority Clerk Kimberly Lockwood.

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

Resolution No. 20-89-SA APPROVING PAYMENT OF BILLS PROPERLY AUDITED

Member McDade moved for adoption of Resolution No. 20-89-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; McDade – yes; Sennstrom – yes; Smith – yes. Resolution No. 20-89-SA is approved.

Resolution No. 20-90-SA APPROVING MINUTES OF A REGULAR MEETING OF THE PENNSVILLE SEWERAGE AUTHORITY WHICH TOOK PLACE ON NOVEMBER 12, 2020

Member McDade moved for adoption of Resolution No. 20-90-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – yes; McDade – yes; Sennstrom – yes. Resolution No. 20-90-SA is approved.

Resolution No. 20-91-SA AUTHORIZING A TRANSFER OF FUNDS

Member McDade moved for adoption of Resolution No. 20-91-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – yes; McDade – yes; Sennstrom – yes. Resolution No. 20-91-SA is approved.

Resolution No. 20-92-SA AUTHORIZING THE AUTHORITY CHAIRMAN TO ENTER INTO A MAINTENANCE AGREEMENT WITH QUALITY FIRST FOR THE AUTHORITY'S CANON IMAGE RUNNER 2525 COPIER (TOTAL COST \$568.75)

Member McDade moved for adoption of Resolution No. 20-92-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – yes; McDade – yes; Sennstrom – yes. Resolution No. 20-92-SA is approved.

Resolution No. 20-93-SA AUTHORIZING THE AUTHORITY CHAIRMAN TO EXECUTE AN AUTOMATED CLEARING HOUSE ORIGINATION AGREEMENT WITH PENNSVILLE NATIONAL BANK

Member McDade moved for adoption of Resolution No. 20-93-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – abstain; McDade – yes; Sennstrom – yes; Smith – yes. Resolution No. 20-93-SA is approved.

Resolution No. 20-94-SA ACKNOWLEDGING THE RETIREMENT OF SUPERINTENDENT, RONALD E. COOKSEY, AFTER MANY YEARS OF DEDICATED SERVICE TO THE AUTHORITY, EFFECTIVE DECEMBER 31, 2020

Member McDade moved for adoption of Resolution No. 20-94-SA and Member Chollis seconded.

The members of the board expressed their thanks and appreciation for Superintendent Cooksey's service throughout his career with the Sewerage Authority.

Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – yes; McDade – yes; Sennstrom – yes. Resolution No. 20-94-SA is approved.

Resolution No. 20-95-SA TO ESTABLISH AND IMPLEMENT COVID 19 PROTOCOLS

Member McDade moved for adoption of Resolution No. 20-95-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – yes; McDade – yes; Sennstrom – yes. Resolution No. 20-95-SA is approved.

First item for discussion is the letter from Sickels and Associates regarding Arthur P. Henry and the Force Main Replacement Project. Engineer Palgutta advised they have reviewed their background information and contracts have been submitted to be executed.

Next for discussion is a pay increase for Clerical Assistant Wendy Baldwin. The board members discussed Wendy Baldwin's work performance and her ability to run the office on her own. They went on to discuss the monetary value of the increase. The following resolution was read at the table:

Resolution No. 20-96-SA A RESOLUTION OF THE CHAIRMAN AND MEMBERS OF THE PENNSVILLE SEWERAGE AUTHORITY AUTHORIZING AN INCREASE IN SALARY FOR AUTHORITY CLERICAL ASSISTANT WENDY BALDWIN AND MORE SPECIFICALLY AN INCREASE FROM \$15.00 PER HOUR TO \$17.00 PER HOUR EFFECTIVE DECEMBER 14, 2020

WHEREAS, The Chairman and members of the Pennsville Sewerage Authority (hereinafter Authority) have determined it would be appropriate to grant a meritorious increase to the salary of Wendy Baldwin, the Authority Clerical Assistant; and

WHEREAS, Wendy Baldwin is currently paid at the rate of \$15.00 per hour; and

WHEREAS, the Authority members have determined that the appropriate salary for the contributions that she makes to the Authority and thus the citizens of this township should be \$17.00 per hour.

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 which facts and determinations shall have the same binding effect as the paragraphs set forth herein below.
2. The hourly salary of Authority Clerical Assistant, Wendy Baldwin, shall be increased from \$15.00 an hour to \$17.00 an hour effective December 14, 2020.

Member McDade moved for adoption of Resolution No. 20-96-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – yes; McDade – yes; Sennstrom – yes. Resolution No. 20-96-SA is approved.

The Engineer's report is next for discussion. Engineer Palgutta reported:

- Contracts were submitted to Arthur P. Henry to begin construction on the Pumping Station #3 Force Main; noted that the contracts are contingent upon approval from the DEP; looking to hold a preconstruction meeting after the new year.
- Discussed Tufts Road Wastewater Management plan amendment with DEP; not as productive as hoped for; received some information that will help move forward and hoping to have more information before the next cycle.
- D-2 Warehouse application is in the office; meeting with the gentleman to go over comments and will touch base with Superintendent Cooksey. He anticipates having a letter out within the coming weeks.

Member Sennstrom asked if the DEP is aware that the new connections are for existing structures and not new construction. Engineer Palgutta advised they are aware. Superintendent Cooksey advised the board what the connection fee would be for the warehouse project.

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

- Standard Pipe Service working on cleaning the line at the easement on Heron Avenue to Fairview Ave.
- Electrical contractor came in to look at the junction box in the wet well at the pumping station at the plant. He stated he doesn't think they will have the same problem again.

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

Alternate Member Neu wished Superintendent Cooksey congratulations on his retirement. He asked if there was a plan to fill his position in the coming weeks. Chairman Sennstrom advised they have entered into a contract with ETS that will be the new licensed operator and supervise all testing and compliance with the state. Superintendent Cooksey advised he has been working with Tom Gant of ETS to make the transition smooth. Member Hourigan asked if Mr. Gant would be attending the meetings going forward. Chairman

Sennstrom said yes. Member Masten made a comment regarding the COVID-19 protocol. There was some discussion regarding this comment.

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 Stevie-Nicole R. Tinklepaugh

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

PENNSVILLE SEWERAGE AUTHORITY

Scott Hourigan, Secretary