

The regular meeting of the Pennsville Sewerage Authority was called to order by Chairman Bernard Sennstrom II, at 7:00 p.m. on Thursday, January 11, 2018 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, Robert McDade, and William Masten. Other attendees included Alternate member John Smith, Authority Solicitor Walter J. Ray, William Mesogianes of Sickels and Associates, Superintendent Ronald E. Cooksey, Authority Engineer David Palgutta, and Authority Clerk Diane Ford.

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

RESOLUTION NO. 18-01-SA APPROVING PAYMENT OF BILLS THAT HAVE BEEN PROPERLY AUDITED

Member McDade moved for adoption of Resolution No. 18-01-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – yes; McDade – yes; Sennstrom – yes. Resolution No. 18-01-SA is approved.

RESOLUTION NO. 18-02-SA APPROVING MINUTES OF A REGULAR MEETING OF THE PENNSVILLE SEWERAGE AUTHORITY WHICH TOOK PLACE ON DECEMBER 14, 2017

Member McDade moved for adoption of Resolution No. 18-02-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – abstained; Masten – yes; McDade – yes; Sennstrom – yes; Smith – yes. Resolution No. 18-02-SA is approved.

RESOLUTION NO. 18-03-SA AUTHORIZING THE AUTHORITY CLERK TO RELEASE MINUTES OF CERTAIN AUTHORITY CLOSED SESSION MEETINGS

Member McDade moved for adoption of Resolution No. 18-03-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – yes; McDade – yes; Sennstrom – yes. Resolution No. 18-03-SA is approved.

RESOLUTION NO. 18-04-SA RATIFYING THE PURCHASE OF ONE BARN'S 2.8HP 4 INCH PUMP MODEL NUMBER 4SE2824L

Member McDade moved for adoption of Resolution No. 18-04-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Hourigan – yes; Masten – yes; McDade – yes; Sennstrom – yes. Resolution No. 18-04-SA is approved.

The first item up for discussion is the JIF meeting on January 30, 2018. Chairman Sennstrom explained Assistant Superintendent Mark Kuhns would be driving to the meeting in place of Superintendent Cooksey as he has a prescheduled duty to perform on that day. There was a very brief discussion going over who would be riding together and who would be driving separate. Member McDade asked if there was another meeting date coming up that he could

attend in place of the meeting on the 30th because there is a township meeting scheduled for the same day that he must attend. Clerk Ford informed him there was another meeting coming up in February. She also mentioned she would ask John Willadsen if having Alternate Member Smith attend would account for the required number of members at the meeting. Alternate Member Smith said it was his understanding that as long as the majority of the Board is in attendance the meeting requirements should be met. Clerk Ford informed the Board that Assistant Superintendent Mark Kuhns would be in the parking lot and everyone is to meet him within the predetermined time frame.

The next item up for discussion is adjusting commercial accounts during billing. Chairman Sennstrom explained the Board has discussed this at previous meetings but there is still no official policy in place giving the Clerks guidelines as far as what could be done to adjust the account when necessary. Clerk Ford explained the current process for adjusting water bill amounts with the approval of the Water Superintendent, Jack Lynch. She goes on to explain that the majority of adjustments that end up needing to be made are under \$100. Clerk Ford suggested making that amount the guideline for the adjustments, anything more than that could be left to be approved by the Board at a regular meeting. Member Masten asked if there would be a list kept with any corrections that are made so that the Board could have that information. Clerk Ford assured the Board that a list would be kept and there would be no issue passing that information along to them. Solicitor Ray advised he would add in the resolution that the Clerk is to provide the Board with information on any and all quarterly adjustments made. Member Masten asked why it was just commercial properties being discussed. Clerk Ford explained residential sewer billing is a flat fixed rate whereas for commercial properties they are billed based on their water consumption. Alternate Member John Smith asked if the Board thought it should be required that both the Water and Sewer Superintendents be required to sign off on the adjustments. After some discussion it was determined that the process shall continue with the Water Superintendent's approval and all amounts noted on list of quarterly adjustments. The following resolution was read aloud.

RESOLUTION NO. 18-05-SA AUTHORIZING THE AUTHORITY CLERK TO ADJUST COMMERCIAL SEWER ACCOUNTS WHEN THE TOWNSHIP'S WATER SUPERINTENDENT AUTHORIZES AN ADJUSTMENT TO A WATER ACCOUNT DUE TO A LEAK AND WHEN THE CLERK DETERMINES THAT THERE HAS BEEN AN OVERBILLING

WHEREAS, the Chairman and Members of the Pennsville Sewerage Authority (hereinafter referred to as Authority) were recently advised by the Authority Clerk that from time to time water accounts have to be adjusted in favor of the rate payer when the Township of Pennsville Water Superintendent authorizes an adjustment to a water account due to a leak which leak has resulted in an excess billing; and

WHEREAS, commercial sewer billing is based on water consumption and water meter readings; and

WHEREAS, when this situation arises, and to avoid the customer having to wait for the approval of the Board at its next meeting the Board authorizes the Authority Clerk to make certain adjustments when the amount involved is less than \$100.

NOW, THEREFORE, BE IT RESOLVED by the Chairman and members of the Pennsville Sewerage Authority that:

1. The Authority Clerk is hereby authorized to adjust commercial bills as per the guidelines of this resolution not to exceed an adjustment of \$100.

2. The Authority Clerk shall provide a written report to the members of the Authority on a quarterly basis, which report shall show the amount of any such adjustments made during that quarter along with the name of the rate payer, the address of the rate payer, and the amount of the adjustment.

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

- Contacted South Gate to discuss the East Pittsfield Street Force Main Project. Test pits will be dug next week. They are looking to locate the force main and the pump station as well as find any other conflicts that could arise. Locations will be revised as necessary after testing. Anticipate mobilizing by the end of the month, weather permitting.
- General Service Contract has been drafted. Will meet with Ron and any other Board member interested in going over the draft bid. Included item descriptions so if it is decided through discussion they can easily determine what can be broken down within the bid. Once it is finalized they should be able to move forward with the contract quickly.

Chairman Sennstrom asked whether or not the East Pittsfield Street Force Main Project could still be expected to be completed by mid to late February, as previously discussed. Engineer Palgutta said they anticipate being in construction for about three weeks, so if they are able to start at the end of this month they should be on track to be finished in that time frame. There was a brief conversation regarding the paving of the project. Member McDade added that he had a discussion with Jack Lynch regarding a drain line located under the road in the same area and they have decided not to remove it.

The next item for discussion is the Superintendent's report. Superintendent Cooksey reported:

- The plant is doing okay, everything is in compliance with the permits.
- Received the new dump truck. They have been using the truck to assist with salting roads the last couple times it has snowed. The truck does require a smoke test, scheduled to be done through Peterbilt.

- A 20ft root was pulled out of a sewer line at a property on Mahoney Road.
- The plant was receiving phone calls from animal control regarding the pump station. Discovered dogs were chewing through wires running to the station. Replaced once, chewed through again. Second time it was replaced it was re-ran out of the animals reach.
- Hearing tests were completed by everyone at the plant.
- Arm on the sludge thickener was replaced after it was damaged by ice.

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

Chairman Sennstrom entertained a motion to adjourn. Member McDade so moved and Member Chollis seconded. All "aye", motion approved. Meeting adjourned at 7:30 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