

The Solicitor, David A. Luthman, Esq., called the reorganization meeting of the Pennsauken Sewerage Authority to order at 4:00 p.m. on the above date with a salute to the flag. The meeting was held at the Pennsauken Sewerage Authority office, 1250 John Tipton Blvd., Pennsauken, NJ.

Mr. Luthman stated meeting Notice has been given to the Courier Post and the Burlington County Times newspapers and posted at the Pennsauken Municipal Building and the Pennsauken Sewerage Authority in accordance with the Sunshine Law.

Mr. DiBattista asked for a roll call. The following Commissioners were present:

Mr. Gregory Schofield
Mr. Dennis Archible
Mr. Tim Ellis
Mrs. Marie McKenna

Also present were:

Mr. Marco DiBattista, Executive Director
David A. Luthman, Solicitor
Mr. Anthony Figueroa, Superintendent

The Solicitor opened the meeting to the public. As there was no one from the public present, a motion was made by Mr. Ellis, seconded by Mr. Schofield, and carried to close the public portion of the meeting.

Mr. Luthman presented Resolution 25-01 – Appointment of the office of Chairman.

Mr. Archible moved for adoption of Resolution 25-01 with the name of Oren Lutz as Chairman, seconded by Mr. Ellis. On roll call all Commissioners present voted yes and the motion carried.

See Resolution 25-01

As Chairman Lutz was not present at the meeting, Mr. Luthman will administer the Oath of Office to Chairman Lutz at the February 18, 2025 meeting.

Mr. Luthman presented Resolution 25-02 – Appointment of the Office of Vice-Chairman.

Mr. Archible moved for adoption of Resolution 25-02 with the name of Gregory Schofield as Vice-Chairman, seconded by Mrs. McKenna. On roll call all Commissioners present voted yes and the motion carried.

See Resolution 25-02

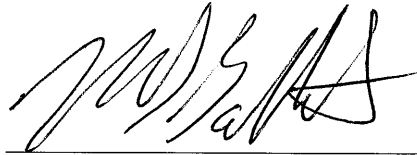
Mr. Luthman administered the Oath of Office to Vice Chairman Schofield and the document signed.

The Vice-Chairman presented the following group of appointments for F/Y 2025 from Resolution 25-03 to and including 25-13.

Resolution 25-03 – Appointment of David A. Luthman, Esquire as the Solicitor.

**RESOLUTION OF THE PENNSAUKEN SEWERAGE
AUTHORITY APPOINTING A CHAIRMAN**

BE IT RESOLVED by the Pennsauken Sewerage Authority that **Oren Lutz** be and is hereby elected Chairman of the Pennsauken Sewerage Authority for the fiscal year ending December 31, 2025 or until his successor is elected.



Marco DiBattista, Secretary

ROLL CALL:

Mr. Oren Lutz – Absent
Mr. Gregory Schofield – Yes
Mr. Dennis Archible – Yes
Mr. Timothy Ellis – Yes
Mrs. Marie McKenna – Yes

ADOPTED: January 14, 2025

**RESOLUTION OF THE PENNSAUKEN SEWERAGE AUTHORITY
APPOINTING A VICE-CHAIRMAN**

BE IT RESOLVED by the Pennsauken Sewerage Authority that Gregory Schofield be and is hereby elected Vice-Chairman of the Pennsauken Sewerage Authority for the fiscal year ending December 31, 2025 or until his successor is elected.



Marco DiBattista, Secretary

ROLL CALL:

Mr. Oren Lutz – Absent
Mr. Gregory Schofield – Yes
Mr. Dennis Archible – Yes
Mr. Timothy Ellis – Yes
Mrs. Marie McKenna – Yes

ADOPTED: January 14, 2025

Resolution 25-04 – Appointment of Remington & Vernick, T & M Associates, Inc., and Environmental Resolutions, Inc., as Engineers.

Resolution 25-05 – Appointment of Bowman & Company as Auditors.

Resolution 25-06 – Appointment of Connor Strong Companies, Inc., as Insurance Broker/Risk Manager.

Resolution 25-07 – Appointment of Parker, McCay as Bond Council.

Resolution 25-08 – Appointment of Fund Commissioner and an Alternate

Resolution 25-09 – Cash Management Plan – Designation of Depository as 1st Colonial Bank.

Resolution 25-10 – Designation of Official Newspapers as All Around Pennsauken, Courier Post, Burlington County Times, and the Philadelphia Inquirer.

Resolution 25-11 – Bond of Treasurer.

Resolution 25-12 – Surety Bond for Employees

Resolution 25-13 – To Approve and Authorize the Designation of Superintendent, Anthony Figueroa, as the Public Agency Compliance Officer.

A motion was made by Mr. Archible, seconded by Mr. Ellis, to approve Resolutions 25-03 to and including 25-13 of designations so stated. On roll call all Commissioners present voted yes. The designations stand approved.

See Resolutions 25-03 – 25-13

The minutes of the meeting of December 10, 2024 were presented for approval.

A motion was made by Mr. Ellis, seconded by Mr. Archible to approve the minutes as presented. On roll call all Commissioners present voted yes and the motion carried.

The Vice-Chairman stated the amount of bills to be paid is \$441,697.72.

A motion was made by Mr. Ellis, seconded by Mr. Archible to approve payment of the bills as presented. On roll call all Commissioners present voted yes and the motion carried.

See Bill List Attached

There were no Utility Bill or Balance Adjustments

The Vice-Chairman moved to Old Business.

There was no Old Business.

The Vice-Chairman moved to New Business.

**RESOLUTION OF THE PENNSAUKEN SEWERAGE AUTHORITY
APPOINTMENT OF SOLICITOR**

WHEREAS, the Pennsauken Sewerage Authority, (hereinafter referred to as “Authority”) having met for the purpose of reorganization on January 14, 2025 pursuant to N.J.S.A. 40:15A-1 et seq., and;


WHEREAS, the Authority finds it necessary and advisable to employ and appoint an attorney-at-law of the State of New Jersey to act as Solicitor in accordance with Article 3, Subparagraph 1 of the Authority’s By-Laws, and;

WHEREAS, the Authority is authorized to enter a contract for the services without public advertising for bids pursuant to N.J.S.A. 40A-13-5.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. **David A. Luthman, Esq.** is hereby appointed and employed as Solicitor to the Pennsauken Sewerage Authority for a term of January 1, 2025 through December 31, 2025 or until his successor has been appointed.
2. The Solicitor shall enter a contract with the Pennsauken Sewerage Authority in the form annexed hereto which form is expressly approved.
3. The Secretary of the Pennsauken Sewerage Authority shall cause the following legal advertisement to be placed once in a newspaper authorized to publish the Authority’s advertisements.

PLEASE TAKE NOTICE that **David A. Luthman** has been appointed as Solicitor to the Pennsauken Sewerage Authority for a term of January 1, 2025 through December 31, 2025. The Solicitor shall be paid a sum of \$18,200 per annum. The Solicitor and the Pennsauken Sewerage Authority have entered a contract which is on file and available for public inspection at the offices of the Pennsauken Sewerage Authority, 1250 John Tipton Blvd., Pennsauken, New Jersey.



Marco DiBattista, Secretary

ROLL CALL:

Mr. Oren Lutz – Absent
Mr. Gregory Schofield – Yes
Mr. Dennis Archible – Yes
Mr. Timothy Ellis – Yes
Mrs. Marie McKenna – Yes

ADOPTED: January 14, 2025

**RESOLUTION OF THE PENNSAUKEN SEWERAGE AUTHORITY
APPOINTMENT OF ENGINEERS**

WHEREAS, the Pennsauken Sewerage Authority, (hereinafter referred to as “Authority”) having met for the purpose of reorganization on January 14, 2025, and;

WHEREAS, the Authority finds it necessary and advisable to appoint and employ a professional consulting engineer, and;

WHEREAS, such employment is specifically authorized by Article 3, Subparagraph 1 of the By-Laws of the Authority and sufficient funds having been appropriated for said services in the Authority’s Fiscal Year 2025 Budget, and;

WHEREAS, the Authority is authorized to enter a contract for these services without advertising for bids pursuant to N.J.S.A. 40A:13-5.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. **Remington & Vernick Engineers, T&M Associates, Inc., and Environmental Resolutions, Inc.** are hereby appointed and employed as Consulting Engineers to the Pennsauken Sewerage Authority for a term of January 1, 2025 through December 31, 2025 or until a successor has been appointed.
2. The Consulting Engineer shall enter a contract with the Authority in the form annexed hereto which form is expressly approved.
3. The Secretary of the Authority shall cause the following legal advertisement to be placed once in a newspaper authorized to publish the Authority’s advertisements.

PLEASE TAKE NOTICE that **Remington & Vernick Engineers, T&M Associates, Inc., and Environmental Resolutions, Inc.**, have been appointed as Consulting Engineers to the

Pennsauken Sewerage Authority for a term of January 1, 2025 through December 31, 2025.

The Consulting Engineers shall be paid for such other work as may be required by and performed for the Authority at the per diem charge on an hourly basis as set forth in a fee schedule attached to and made a part of a contract entered between the Authority and Consulting Engineer, which is in a file and available for public inspection in the office of the Pennsauken Sewerage Authority, 1250 John Tipton Blvd., Pennsauken, New Jersey.

A handwritten signature in black ink, appearing to read 'M DiBattista', written over a horizontal line.

Marco DiBattista, Secretary

ROLL CALL:

Mr. Oren Lutz – Absent
Mr. Gregory Schofield – Yes
Mr. Dennis Archible – Yes
Mr. Timothy Ellis – Yes
Mrs. Marie McKenna – Yes

ADOPTED: January 14, 2025

**RESOLUTION OF THE PENNSAUKEN SEWERAGE AUTHORITY
APPOINTMENT OF AUDITOR**

WHEREAS, the Pennsauken Sewerage Authority (hereinafter referred to as “Authority”), having met for the purpose of reorganization on January 14, 2025, and;

WHEREAS, the Authority finds it necessary and advisable to appoint and employ an auditor for the Fiscal Year 2025 and has appropriated sufficient sums for the employment of an auditor in its Fiscal Year budget, and;

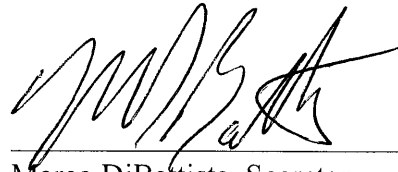
WHEREAS, the Authority is authorized by the By-Laws of the Authority, Article 3, Subparagraph 1.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. **Bowman & Company** is hereby appointed and employed as Auditor to the Pennsauken Sewerage Authority for a term of January 1, 2025 through December 31, 2025 or until a successor has been appointed.
2. The Auditor shall enter a contract with the Authority in the form annexed hereto which form was expressly approved.
3. The Secretary of the Authority shall cause the following legal advertisement to be placed once in a newspaper authorized to publish the Authority’s advertisements.

PLEASE TAKE NOTICE that **Bowman & Company** has been appointed as Auditor to the Pennsauken Sewerage Authority for a term of January 1, 2025 through December 31, 2025. The Auditor shall make the annual audit of the records of the Authority and shall perform those duties prescribed by law or rules and regulation of the Division of Local Government Services of the Department of Community Affairs of the State of New Jersey and shall assist the Authority in any other manner as shall be requested by the Authority for which the Auditor shall be compensated pursuant to a current standard hourly rate schedule which is appended to and made a part of a contract between the Authority and Auditor which is on file

and available for public inspection at the Pennsauken Sewerage Authority, 1250 John Tipton Blvd., Pennsauken, New Jersey.

A handwritten signature in black ink, appearing to read 'M DiBattista', is written above a horizontal line.

Marco DiBattista, Secretary

ROLL CALL:

Mr. Oren Lutz – Absent
Mr. Gregory Schofield – Yes
Mr. Dennis Archible – Yes
Mr. Timothy Ellis – Yes
Mrs. Marie McKenna – Yes

ADOPTED: January 14, 2025

**RESOLUTION OF THE PENNSAUKEN SEWERAGE AUTHORITY
APPOINTMENT OF INSURANCE BROKER/RISK MANAGER**

WHEREAS, the Pennsauken Sewerage Authority (hereinafter referred to as “Authority”) having met for the purpose of reorganization on January 14, 2025, and;

WHEREAS, the Authority finds it necessary and advisable to appoint an Insurance Broker of Record who shall be responsible for placing, at the Authority’s request, any and all insurance coverage which may be requested by and for the Authority and Risk Manager with respect to any insurance coverage provided by a fund of self-insurance, and;

WHEREAS, N.J.S.A. 40A:13-1 et seq., requires that the Resolution authorizing the award for extraordinary unspecified services without competitive bid, and the contract itself must be available for public inspection, and;

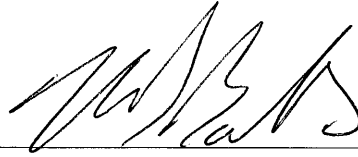
WHEREAS, the Pennsauken Sewerage Authority is authorized to enter such a contract without advertising for public bids in connection with N.J.S.A. 40A:13-5.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. **Connor Strong Companies, Inc.** is hereby awarded a contract to act as the Insurance Broker of Record and Risk Manager for the Pennsauken Sewerage Authority and is hereby authorized to place all insurance coverage requested by and for the Authority and to provide Risk Management services, the adequacy and nature of which shall be determined by the Executive Director of the Authority.
2. The term of the award shall be from January 1, 2025 through December 31, 2025 or until a successor has been appointed.
3. The Secretary of the Authority shall cause the following notice to be published once in a newspaper authorized to publish the Authority’s notices.

PLEASE TAKE NOTICE that **Connor Strong Companies, Inc.** has been appointed the Insurance Broker of Record for the Pennsauken Sewerage Authority for a term of January 1, 2025 through December 31, 2025. The above-named is authorized to place any and all insurance policies requested by and for the Pennsauken Sewerage Authority and to provide Risk Management Services. The above-named shall receive no direct

compensation from the Pennsauken Sewerage Authority, its compensation being derived from the normal and customary commission practice of the insurance industry.

A handwritten signature in black ink, appearing to read 'M. DiBattista', is written above a horizontal line.

Marco DiBattista, Secretary

ROLL CALL:

Mr. Oren Lutz – Absent
Mr. Gregory Schofield – Yes
Mr. Dennis Archible – Yes
Mr. Timothy Ellis – Yes
Mrs. Marie McKenna – Yes

ADOPTED: January 14, 2025

**RESOLUTION OF THE PENNSAUKEN SEWERAGE AUTHORITY
APPOINTMENT OF BOND COUNSEL**

WHEREAS, the Pennsauken Sewerage Authority, (hereinafter referred to as “Authority”) having met for the purpose of reorganization on January 14, 2025 pursuant to N.J.S.A. 40:15A-1 et seq.; and

WHEREAS, the Authority finds it necessary and advisable to employ and appoint a Bond Counsel of the State of New Jersey to act as Bond Counsel in accordance with Article 3, Subparagraph 1 of the Authority’s By-Laws; and

WHEREAS, the Authority is authorized to enter a contract for the services without public advertising for bids pursuant to N.J.S.A. 40A-13-5; and

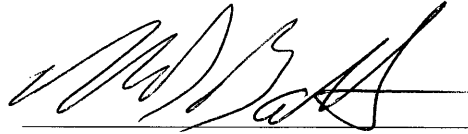
WHEREAS, the Authority issued a Request for Proposals in accordance with its fair and open policy, to procure the services of Bond Counsel; and

WHEREAS, the firm of Parker, McCay, P.A. responded in a timely and complete fashion and the administration of the Authority having reviewed all responses to professional service RFP’s and having recommended the appointment of Parker, McCay based upon its qualifications and history of representation of the Authority;

NOW, THEREFORE, BE IT RESOLVED as follows:

1. **Parker, McCay, P.A.** is hereby appointed and employed as Bond Counsel to the Pennsauken Sewerage Authority for a term of January 1, 2025 through December 31, 2025 or until a successor has been appointed.
2. The aforementioned Bond Counsel shall enter a contract with the Authority in conformance with its response to the Authority’s RFP for that position.
3. The Secretary of the Authority shall cause the following legal advertisement to be placed once in a newspaper authorized to publish the Authority’s advertisements.

PLEASE TAKE NOTICE that **Parker, McCay, P.A.** has been appointed as Bond Counsel to the Pennsauken Sewerage Authority for a term of January 1, 2025 through December 31, 2025.

A handwritten signature in black ink, appearing to read 'M DiBattista', written over a horizontal line.

Marco DiBattista, Secretary

ROLL CALL:

Mr. Oren Lutz – Absent
Mr. Gregory Schofield – Yes
Mr. Dennis Archible – Yes
Mr. Timothy Ellis – Yes
Mrs. Marie McKenna – Yes

ADOPTED: January 14, 2025

**RESOLUTION OF THE PENNSAUKEN SEWERAGE AUTHORITY
APPOINTING A FUND COMMISSIONER AND AN ALTERNATE**


WHEREAS, the Pennsauken Sewerage Authority, (hereinafter referred to as “Authority”) having met for the purpose of reorganization on January 14, 2025 pursuant to N.J.S.A. 40:15A-1 et seq.; and

WHEREAS, the Authority is a member of the New Jersey Municipal Joint Utilities Insurance Fund; and

WHEREAS, each member Authority must appoint a Fund Commissioner and an Alternate to the Joint Insurance Fund; and

WHEREAS, these appointments must be made annually;

NOW, THEREFORE, BE IT RESOLVED that the Commissioners of the Pennsauken Sewerage Authority do hereby appoint **Marco DiBattista** to serve as the Authority’s Fund Commissioner and appoint **Anthony Figueroa** to serve as the Alternate for a term starting January 1, 2025 and ending December 31, 2025 or until their successors are appointed.



Marco DiBattista, Secretary

ROLL CALL:

Mr. Oren Lutz – Absent
Mr. Gregory Schofield – Yes
Mr. Dennis Archible – Yes
Mr. Timothy Ellis – Yes
Mrs. Marie McKenna – Yes

ADOPTED: January 14, 2025

**RESOLUTION OF THE PENNSAUKEN SEWERAGE AUTHORITY
APPROVING THE CASH MANAGEMENT PLAN**

Pursuant to the requirements of N.J.S.A. 40A:5-15 and N.J.A.C. 5:31-3.1 the following is the Cash Management Plan of Pennsauken Sewerage Authority for the fiscal year commencing January 1, 2025 and ending December 31, 2025.

I. Designation of Legal Public Depository

- A. The designated legal public depository of the Authority shall be a state or federally chartered bank, savings bank or an association located in the State of New Jersey or a state or federally chartered bank, savings bank or an association located in another state with a branch office in this State, the deposits of which are insured by the Federal Deposit Insurance Corporation and which receives or holds public funds on deposit and which otherwise qualifies as a “public depository” pursuant to the requirements of the Governmental Unit Deposit Protection Act, N.J.S.A. 17:9-41, et seq. **1 Colonial Bank** is hereby designated as the legal public depository of the Authority.

II. Accounts Held by Designated Legal Public Depositories

- A. **General Checking Account** (Operating Fund). There shall be maintained in the designated legal public depository a General Checking Account, the purpose of which is to receive all monies from any source by or on behalf of the Authority. Pursuant to the requirements of N.J.S.A. 40A:5-15, all monies received from any source by or on behalf of the Authority, within 48 hours after the receipt thereof, be deposited to the credit of the Authority in the General Checking Account. Any surplus after payment of operating expenses shall be transferred to Revenue Fund held by Trustee by wire and authorized letter from Authority.

1. There shall be maintained in the designated legal Public depository a Payroll Account which shall be a sub account of the Operating Account. Monies shall be transferred from the Operating Account into the Payroll Account on a weekly basis to meet the payroll requirements of the Authority.
2. There shall be maintained a change fund for the office personnel in the amount of \$100.00 with the necessary withdrawals and transfers from the General Checking Account. The Treasurer is authorized and instructed to make the necessary transfers of money to maintain the change fund in the amount of \$100.00.

- B. **Connection Fees and Escrow Deposits** All fees and deposits will be deposited within 48 hours of receipt to the credit of General Checking Account. Separate detailed general ledger accounts will be developed, maintained, and balanced monthly in accordance with rules and regulations of the Authority.
- C. **Petty Cash Fund** a petty cash fund will be maintained by the Authority. The purpose of the petty cash fund is to pay small miscellaneous expenses of the Authority in cash. There are two such funds located in the offices of the Authority's Treasurer and Superintendent. The petty cash fund shall not exceed \$200.00 in cash at any one time. An authorized petty cash slip shall be written and maintained recording all monies withdrawn from these funds.
- D. The Treasurer of the Authority will prepare a monthly report summarizing all investments and reporting all balances since the last meeting of the Authority. This report shall also contain a review of monthly and year to date activity in billings, disbursements, and collections.
- E. All accounts maintained in the designated legal public depository shall be interest bearing accounts and shall be maintained as business checking accounts in order to obtain the highest interest rate available from the designated legal public depository for demand deposits.

III. **Accounts Held By The Trustee**

- A. Pursuant to the requirements of Article V of the Resolution Authorizing the issuance of Revenue Bonds, adopted the Trustee is required to make payments quarterly from the Revenue Fund into the several funds created by the Resolution. Payments are to be made into each fund up to the maximum limit set forth in the following order:

1. Into the Operating Fund so that the amount therein equals the Operating Requirement, which is generally defined as the amount required for the payment of operating expenses for a period of three months as shown by the annual budget;
2. Into the Sinking Fund, if required;
3. Into the Bond Reserve Fund so that the amount therein equals the bond reserve requirement, which is generally defined as an amount equal to maximum annual debt service.
4. Into the Renewal and Replacement Fund so that the amount therein equals the System Reserve Requirement which has been established by the Authority; and
5. Into the General Fund, balance remaining in the Revenue Fund.

B. Special Instructions to Trustee:

1. The Operating Requirement, which for the current fiscal year is 250,000.00, shall be maintained by the Trustee in the Revenue Fund.
2. On an as needed basis, the Trustee shall transfer, by wire, the amount requisitioned by the Authority to pay operating expenses for the previous month into the Authority's Operating Account maintained in the designated legal public depository.
3. Any balance remaining in the Revenue Fund in excess of the Operating Requirement and the money paid into the Authority's Operating Account, shall be transferred by the Trustee on a quarterly basis, first, into the Bond vice Fund, and then, into the several funds created by the Resolution in the following order but only to the extent necessary to meet the respective required fund balances.

a. Required Balance

i. Bond Service Fund	
ii. Sinking Fund	0
iii. Renewal & Replacement Fund	\$250,000.00
iv. General Fund	The Balance
v. Revenue Fund	Any surplus revenue

4. On a quarterly basis, the Trustee shall determine whether the balances in the Bond Service Fund, Sinking Fund, Bond Reserve Fund and Renewal & Replacement Fund are in excess of the required balance for each respective fund. Any amounts in excess of the required balance for each fund shall be transferred

by the Trustee on a quarterly basis, first, into the Bond Service Fund, and then, into the several funds created by the Resolution in the order provided in the preceding paragraph, but only to the extent necessary to meet the respective fund required balances. If the required balances of all funds are satisfied, any excess funds shall be paid into the General Fund.

IV. Investments of Bond Service Fund Amounts

- A. Funds to be invested by U.S. Bank under Investment Management Agreement in accordance with Article VI of the Sewer Bond Resolution adopted July 2003.

V. Investment Broker

- A. Pursuant to the requirements of N.J.S.A. 40A:5-15.1.d any investments not purchased and redeemed directly from the issuer, government money market mutual fund, local government investment pool or the State of New Jersey Cash Management Fund, shall be purchased and redeemed only through the use of a national or state bank located within the State or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to N.J.S.A. 49:3-56 and has at least \$25 million in capital stock, surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government Securities and reports daily to the Federal Reserve Bank or New York its position and borrowing on such U.S. Government Securities.
- B. The Authority authorizes the Investment Broker to act for and on behalf of the Authority and to use monies which the Authority may have on hand for investment purposes in the Bond Reserve Fund, Renewal and Replacement Fund and General Fund, as well as in any open Construction Fund which may have been authorized under any bond resolution to purchase only the types of securities which are authorized by law and this cash management plan to be purchased by the Authority and which, if suitable for registry, shall be registered in the name of the Pennsauken Sewerage Authority. The Investment Broker shall be guided by the Investment policies of this cash management plan but shall otherwise use its best professional judgment and expertise in making investment decisions.
- C. The Investment Broker shall be provided with, and sign an acknowledgment that the Investment Broker has seen and reviewed the cash management plan of the Authority. The Investment Broker shall also sign an acknowledgment that the government money market mutual fund whose securities are being sold to the Authority meets the criteria of a government market mutual fund as defined in this cash management plan.

VI. **Securities Which May Be Purchased By or on Behalf of the Authority**

- A. Pursuant to N.J.S.A. 40A:5-15.1, the Authority hereby authorizes the Investment Broker to purchase the following types of securities:
1. Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America and/or any bonds or obligations of a United States Government Federal Agency issue;
 2. Government money market mutual funds;
 3. Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
 4. Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c.281 (C.52:1BA-90.4); or
 5. Agreement for the repurchase of fully collateralized securities, if
 - (a) The underlying securities are permitted investments pursuant to paragraphs (1) and (3) of subsection A herein;
 - (b) the custody of collateral is transferred to a third party;
 - (c) the maturity of the agreement is not more than 30 days;
 - (d) the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236 (C.17:9-4.1); and
 - (e) a master repurchase agreement providing for the custody and security of collateral is executed.
- B. Any investment instruments in which the security is not physically held by the Authority shall be covered by a third party custodial agreement which shall provide for the designation of such investments in the name of the Authority and prevent unauthorized use of such investments;
- C. Purchase of investment securities shall be executed by the “delivery versus payment” method to ensure that securities are either received by the Authority or a third party custodian prior to or upon the release of the Authority’s funds.
- D. For the purpose of this section;
1. a “government money market mutual fund” means an investment company or investment trust.
 - (a) which is registered with the Securities and Exchange Commission under the “Investment Company Act 1940” 15 U.S.C. 80a-1 et seq.,
 - (b) the portfolio of which is limited to U.S. Government securities that meet

the definition of an eligible security pursuant to 17 C.F.R. 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities in which direct investment may be made pursuant to paragraphs (1) and (3) of subsection A herein; and

(c) which is related by a nationally recognized statistical rating organization.

2.a “local government pool” means an investment pool:

(a) which is managed in accordance with 17 C.F.R. 270.2a-7;

(b) which is rated in the highest category by a nationally recognized statistical rating organization;

(c) which is limited to U.S. Government securities that meet definition of an eligible security pursuant to 17 C.F.R. 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities in which direct investment may be made pursuant to paragraphs (1) and (3) or subsection A herein;

(d) which is in compliance with rules adopted pursuant to the “Administrative Procedure Act” P.L. 1968, c.410 (C.52:15B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;

(e) which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and

(f) which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank located within this State, or through a broker-dealer which, at the time or purchase or redemption, has been registered continuously for a period of at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

VII. Investment Policies

A. The policies to be used for selecting and evaluating investment instruments shall include preservation of capital, liquidity, current and historical investment returns, diversification, maturity requirements, costs and fees, and when appropriate, policies of investment instrument administrators and further, shall be based on a cash flow analysis prepared by the Treasurer and shall be commensurate with the nature and size of the funds held by the Authority. All investments shall be made on a competitive basis insofar as practicable. When an investment in bonds maturing in more than one year is authorized, the maturity of those bonds shall approximate the prospective use of the funds invested.

VIII. Records

A. When the securities so purchased are received by the Authority, or by the Trustee or Investment Broker on behalf of the Authority, the Treasurer shall duly record the receipt thereof in an appropriate manner and, at the next regular or special meeting after such

receipt, shall transmit a written report to the members of the Authority setting forth the amount of securities so received, the series, date, numbers and interest periods, if any, thereof and shall transmit said securities to Trustee, for safe keeping. The written report shall be recorded in the minutes of such meeting.

IX. Approval, Amendment and Administration of Plan

- A. The cash management plan shall be approved annually by majority vote of the Authority and may be modified from time to time in order to reflect changes in federal or state law or regulations, or in the designations of depositories, funds or investment instruments or the authorization for investments. The Executive Director or, in his absence, the Treasurer shall be charged with administering the plan. The person so charged with administering the plan shall consult with the Authority solicitor, auditor and investment broker from time to time to insure the proper administration of the plan.

- B. The person charged with administering the plan shall deposit or invest the monies of the Authority as designated or authorized by the cash management plan and shall thereafter, be relieved of any liability for loss of such monies due to the insolvency or closing of any depository designated by, or the decrease in value of any investments authorized by, the cash management plan.

- C. Any official of the Authority involved in the designation of depositories or in the authorization for investments as permitted pursuant to the cash management plan, or any combination of the proceeding, or the selection of an entity seeking to sell an investment to the Authority who has a material business or personal relationship with the organization, shall disclose that relationship to the Authority and to the Local Finance Board or the Municipal Ethics Board, as appropriate.

X. Payment of Bills by Authority

- A. The Authority shall not pay out any of its monies:
 - 1. unless the person claiming or receiving the same shall first present a detailed

bill of items or demand, specifying particularly how the bill or demand is made up, with the certification of the party claiming payment that it is correct, and

2.unless it carries a certification of some supervisory personnel of the Authority having knowledge of the facts that the goods have been received by, or the services rendered to, the Authority.

B. Notwithstanding the provisions of paragraph A herein, the Authority may, by resolution:

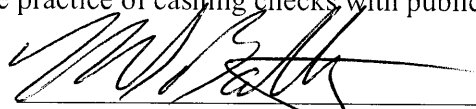
1.provide for and authorize payment of advances to officers and employees of the Authority toward their expenses for authorized official travel and incidental expenses, in a manner consistent with N.J.S.A. 40A:5-16.1;

2.provide for and authorize payment of an advance to any nonprofit organization or agency with which the Authority has entered into a service contract, for the purpose of meeting service programs startup costs, in a manner consistent with N.J.S.A. 40A:5-16.2; or

3.provide for and authorize payment in advance of estimated administrative or direct service costs to the Authority or to any other party participating in a statutorily authorized joint, inter-local or other cooperative activity, in a manner consistent with N.J.S.A. 40A:5-16.3.

XI. Check Cashing Prohibited

A. The Authority shall not engage in the practice of cashing checks with public funds.



Marco DiBattista, Secretary

ROLL CALL:

Mr. Oren Lutz – Absent
Mr. Gregory Schofield – Yes
Mr. Dennis Archible – Yes
Mr. Timothy Ellis – Yes
Mrs. Marie McKenna – Yes

ADOPTED: January 14, 2025

**RESOLUTION OF THE PENNSAUKEN SEWERAGE AUTHORITY
DESIGNATING THE OFFICIAL NEWSPAPERS FOR
AUTHORIZED ADVERTISEMENTS OF THE AUTHORITY**

BE IT RESOLVED by the Pennsauken Sewerage Authority that **All Around Pennsauken, the Courier Post, the Burlington County Times and the Philadelphia Inquirer** newspapers are hereby designated as the Official Newspapers for any and all necessary publications or notices of the Pennsauken Sewerage Authority commencing January 1, 2025 and ending December 31, 2025.



Marco DiBattista, Secretary

ROLL CALL:

Mr. Oren Lutz – Absent
Mr. Gregory Schofield – Yes
Mr. Dennis Archible – Yes
Mr. Timothy Ellis – Yes
Mrs. Marie McKenna – Yes

ADOPTED: January 14, 2025

**RESOLUTION OF THE PENNSAUKEN SEWERAGE AUTHORITY
APPROVING BOND OF TREASURER**

SUBJECT: BOND OF TREASURER

BE IT RESOLVED by the Pennsauken Sewerage Authority that the Treasurer be bonded in the total sum of one hundred thousand dollars (\$100,000.00).



Marco DiBattista, Secretary

ROLL CALL:

Mr. Oren Lutz – Absent
Mr. Gregory Schofield – Yes
Mr. Dennis Archible – Yes
Mr. Timothy Ellis – Yes
Mrs. Marie McKenna – Yes

ADOPTED: January 14, 2025

**RESOLUTION OF THE PENNSAUKEN SEWERAGE AUTHORITY
SURETY BOND FOR EMPLOYEES**

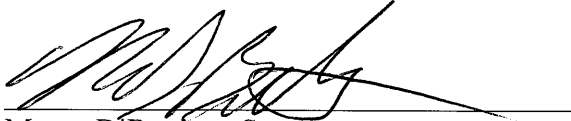
WHEREAS, N.J.A.C. 5:31-6.1 entitled “Surety Bond for Authority Employees and Officials” provides that all Authorities shall, by Resolution, determine minimum surety bonds for each employee and official; and

WHEREAS, N.J.A.C. 5:31-6.1 also requires that the minimum surety bond be determined with due regard for the duties and responsibilities of each employee or official; and

WHEREAS, each person handling funds must be bonded in accordance with their responsibility,

NOW, THEREFORE, BE IT RESOLVED by the Pennsauken Sewerage Authority that the following list of surety bonds be approved:

Employee Blanket Bond - \$10,000.00 per loss in office - \$5,000.00 per loss off premises.


Marco DiBattista, Secretary

ROLL CALL:

Mr. Oren Lutz – Absent
Mr. Gregory Schofield – Yes
Mr. Dennis Archible – Yes
Mr. Timothy Ellis – Yes
Mrs. Marie McKenna – Yes

ADOPTED: January 14, 2025

**RESOLUTION APPROVING AND AUTHORIZING THE DESIGNATION OF
SUPERINTENDENT, ANTHONY FIGUEROA, AS THE PUBLIC AGENCY
COMPLIANCE OFFICER FOR THE PENNSAUKEN SEWERAGE AUTHORITY**

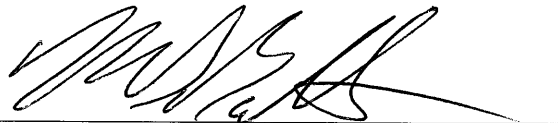
WHEREAS, the Pennsauken Sewerage Authority is a public entity subject to the provisions of the New Jersey Local Public Contracts Law, N.J.S.A.40A:11-1 et seq.; and

WHEREAS, in November, 2004, the State Department of Treasury, Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (DCC) readopted., with amendments, N.J.A.C. 17:27-1 et seq.; and

WHEREAS, these regulations are commonly known as the affirmative action rules; and

WHEREAS, pursuant to the affirmative action rules, a public agency is required to annually designate an officer or employee to serve as its Public Agency Compliance Officer; and

NOW, THEREFORE, BE IT RESOLVED that the Pennsauken Sewerage Authority hereby designates Superintendent, **Anthony Figueroa**, to be the Public Agency Compliance Officer for the Authority.



Marco DiBattista, Secretary

ROLL CALL:

Mr. Oren Lutz – Absent
Mr. Gregory Schofield – Yes
Mr. Dennis Archible – Yes
Mr. Timothy Ellis – Yes
Mrs. Marie McKenna – Yes

ADOPTED: January 14, 2025

JANUARY 14, 2025

PENNSAUKEN SEWERAGE AUTHORITY

MEETING FIGURE:

\$441,697.72

Range of Checking Accts: OPER MAN WIRE to OPERATING Range of Check Dates: 12/11/24 to 01/14/25
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
OPER MAN WIRE		OPERATING MANUAL WIRES/TRANS			
3589	12/17/24	PAYROLL PAYROLL ACCOUNT	35,796.73	12/31/24	3010
3590	12/24/24	PAYROLL PAYROLL ACCOUNT	36,963.79	12/31/24	3013
3591	12/31/24	PAYROLL PAYROLL ACCOUNT	31,842.98	12/31/24	3015
3592	01/07/25	PAYROLL PAYROLL ACCOUNT	84,267.29		3018
3593	01/14/25	PAYROLL PAYROLL ACCOUNT	33,037.53		3020

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	5	0	221,908.32	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	5	0	221,908.32	0.00

OPERATING	OPERATING ACCOUNT	Amount Paid	Reconciled/Void	Ref Num
32584	12/18/24 31325000 SUZANNE KILLION	731.00		3012
32585	12/18/24 BURLTIME GANNETT PENNSYLVANIA LOCALIQ	46.91	12/31/24	3012
32586	12/18/24 CARROTOP CARROT-TOP INDUSTRIES, INC.	542.39		3012
32587	12/18/24 CONCENTR CONCENTRA MEDICAL CENTERS	129.00	12/31/24	3012
32588	12/18/24 DIVAL DIVAL SAFETY EQUIPMENT INC	1,094.75	12/31/24	3012
32589	12/18/24 GRAINGER GRAINGER	217.29	12/31/24	3012
32590	12/18/24 MM Municipal Maintenance Co. Inc.	51,089.98	12/31/24	3012
32591	12/18/24 PENNONI PENNONI ASSOCIATES, INC.	1,738.50	12/31/24	3012
32592	12/18/24 VERIZOFF VERIZON	1,649.77	12/31/24	3012
32593	12/18/24 VERIZON VERIZON WIRELESS	99.87	12/31/24	3012
32594	12/18/24 WBMASON W.B. MASON CO., INC.	190.91	12/31/24	3012
32595	01/06/25 USPOST UNITED STATES POSTAL SERVICE	5,000.00		3017
32596	01/14/25 ABCON AB-CON EXTERMINATING INC.	35.00		3022
32597	01/14/25 ADVANCE ADVANCE AUTO PARTS	176.98		3022
32598	01/14/25 BELSITOR RICHARD J BELSITO	185.00		3022
32599	01/14/25 BIG PENNSAUKEN B.I.G. COUNCIL	15,000.00		3022
32600	01/14/25 BIGDUES P.M.A.C.	1,000.00		3022
32601	01/14/25 BLACKBRN BLACKBURN MFG COMPANY	754.60		3022
32602	01/14/25 BOWMAN BOWMAN & COMPANY, LLP	325.00		3022
32603	01/14/25 BURLTIME GANNETT PENNSYLVANIA LOCALIQ	31.70		3022
32604	01/14/25 CANON CANON SOLUTIONS AMERICA	36.10		3022
32605	01/14/25 CARROTOP CARROT-TOP INDUSTRIES, INC.	775.92		3022
32606	01/14/25 CCMUA CAMDEN COUNTY MUA	93.00		3022
32607	01/14/25 COMCAST COMCAST	368.82		3022
32608	01/14/25 DELTA DELTA DENTAL OF NJ, INC.	9,150.38		3022
32609	01/14/25 DIVAL DIVAL SAFETY EQUIPMENT INC	32.29		3022
32610	01/14/25 DOYLE James J. Doyle	185.00		3022
32611	01/14/25 EDMUNDS EDMUNDS GOVTECH	16,386.79		3022
32612	01/14/25 FERGUSON FERGUSON ENTERPRISES LLC	908.60		3022
32613	01/14/25 GANNETT GANNETT NEW YORK/NEW JERSEY	92.25		3022
32614	01/14/25 GKEICH GARY KEICH	185.00		3022
32615	01/14/25 HOMEDEPO THE HOME DEPOT	1,581.87		3022
32616	01/14/25 INDALARM INDEPENDENT ALARM INC	873.00		3022
32617	01/14/25 INGRAM WILLIAM INGRAM	185.00		3022
32618	01/14/25 JAYSTIRE JAY'S TIRE SERVICE LLC	40.00		3022
32619	01/14/25 JERSMAIL JERSEY MAIL SYSTEMS LLC	51.84		3022
32620	01/14/25 JKRAMER JOSEPH KRAMER	185.00		3022

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
OPERATING		OPERATING ACCOUNT	Continued		
32621	01/14/25	LOUGHERY BERNADETTE A LOUGHERY	185.00		3022
32622	01/14/25	LUTHMAN DAVID A. LUTHMAN	1,516.67		3022
32623	01/14/25	MERCHANT MERCHANTVILLE OVERHEAD DOOR CO	623.75		3022
32624	01/14/25	NJAMERWA NEW JERSEY AMERICAN WTR CO INC	235.63		3022
32625	01/14/25	NJAWSTA NEW JERSEY AMERICAN WATER	124.56		3022
32626	01/14/25	NJFIRE NJ DIVISION OF FIRE SAFETY	191.00		3022
32627	01/14/25	NJMVC NEW JERSEY MOTOR VEHICLE COMM	150.00		3022
32628	01/14/25	NJUAJIF NJ UTILITY AUTHORITIES JIF	75,222.00		3022
32629	01/14/25	NJWE NJ WATER ENVIRONMENT ASSOC.	34.00		3022
32630	01/14/25	OCC ONE CALL CONCEPTS, INC.	387.53		3022
32631	01/14/25	ORTH WILLIAM ORTH	185.00		3022
32632	01/14/25	PFLUGFEL DEBORAH PFLUGFELDER	185.00		3022
32633	01/14/25	PSEG PUBLIC SERVICE ELEC & GAS CO.	17,292.33		3022
32634	01/14/25	R ORTH ORTH, REGINA	185.00		3022
32635	01/14/25	REMING REMINGTON VERNICK ENGR INC	1,015.00		3022
32636	01/14/25	REPUBLIC REPUBLIC SERVICES OF NJ, LLC	455.54		3022
32637	01/14/25	RINGRAM RICHARD INGRAM	370.00		3022
32638	01/14/25	SCHOFIEL GREGORY J SCHOFIELD	3,453.11		3022
32639	01/14/25	SCHWER SCHWERING HARDWARE, LLC	43.94		3022
32640	01/14/25	STEWART STEWART BUSINESS SYSTEMS	96.74		3022
32641	01/14/25	SYSTEM4 SYSTEM 4 OF SOUTHERN NJ	396.00		3022
32642	01/14/25	TILLING THOMAS M TILLINGHAST	185.00		3022
32643	01/14/25	UNUM UNUM LIFE INSUR CO OF AMERICA	1,162.44		3022
32644	01/14/25	USPOST UNITED STATES POSTAL SERVICE	364.00		3022
32645	01/14/25	VERIZON VERIZON CONNECT FLEET USA LLC	527.00		3022
32646	01/14/25	VERIZOFF VERIZON	1,651.10		3022
32647	01/14/25	VERIZON VERIZON WIRELESS	239.47		3022
32648	01/14/25	WATERENV WATER ENVIRONMENT FEDERATION	491.00		3022
32649	01/14/25	WBMASON W.B. MASON CO., INC.	1,548.94		3022
32650	01/14/25	WESTMONT WESTMONT HARDWARE, INC.	103.14		3022

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	67	0	219,789.40	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	67	0	219,789.40	0.00

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	72	0	441,697.72	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	72	0	441,697.72	0.00

- A. Resolution 25-14 – Awarding Contract #25-01 – Annual Emergency Sewer System Repairs for 2025 to J Fletcher Creamer & Sons, Inc..

A motion was made by Mrs. McKenna, seconded by Mr. Archible to approve the contract. On roll call all Commissioners present voted yes and the motion carried.

See Resolution 25-14

- B. Resolution 25-15 – Awarding Contract #25-02 – Annual Emergency Pump Station Repairs for 2024 to Municipal Maintenance, Inc.

A motion was made by Mrs. McKenna, seconded by Mr. Archible to approve the contract. On roll call all Commissioners present voted yes and the motion carried.

See Resolution 25-15

- C. Resolution 25-16 – Awarding Contract #25-03 – Annual Service Contract for the Maintenance of the Odor Control Systems Installed in Pump Stations 1 and 6 for the fiscal year 2025 to Evoqua Water Technologies.

A motion was made by Mrs. McKenna, seconded by Mr. Archible to approve the contract. On roll call all Commissioners present voted yes and the motion carried.

See Resolution 25-16

- D. Resolution 25-17 – Authorizing the Execution of a Professional Services Agreement with Bowman & Company

A motion was made by Mrs. McKenna, seconded by Mr. Archible Authorizing the Execution of a Professional Services Agreement with Bowman & Company. On roll call all Commissioners present voted yes and the motion carried.

See Resolution 25-17

- E. Resolution 25-18 - Authorizing a Budget Transfer for F/Y 2024.

A motion was made by Mrs. McKenna, seconded by Mr. Archible, Authorizing a Budget Transfer for F/Y 2024. On roll call all Commissioners present voted yes and the motion carried.

See Resolution 25-18

- F. Resolution 25-19 – Authorizing Execution of an Employment Contract with Gregory Schofield

A motion was made by Mrs. McKenna, seconded by Mr. Archible Authorizing Execution of an Employment Contract with Gregory Schofield. On roll call all Commissioners present voted yes and the motion carried.

See Resolution No. 25-19

**RESOLUTION OF THE PENNSAUKEN SEWERAGE AUTHORITY TO AWARD THE
ANNUAL EMERGENCY SEWER SYSTEMS REPAIRS
CONTRACT 25-01**

WHEREAS, the Pennsauken Sewerage Authority (hereinafter referred to as “Authority”) having met in Reorganization session on January 14, 2025; and

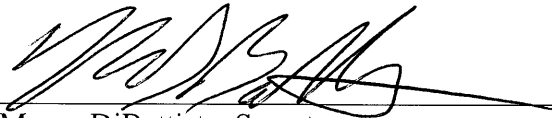
WHEREAS, the Authority, from time to time, requires assistance from a third-party vendor for emergency repair work to the sewer system; and

WHEREAS, the Authority cannot, with any reasonable degree of certainty, predict the nature or amount of emergency repair work, can authorize such repair work without prior competitive bidding or quotes, but desires to avoid the use of third party vendors without receiving contractually binding prices for the most commonly required manpower and equipment and contractually binding terms regarding response time and other issues of major concern; and

WHEREAS, the Authority has duly advertised for and received bids; and

WHEREAS, two bids were received with the apparent low bidder being from J Fletcher Creamer & Sons, Inc., in the amount of \$429,090.00; and

NOW, THEREFORE, BE IT RESOLVED that the Pennsauken Sewerage Authority shall enter a contract with J Fletcher Creamer & Sons, Inc., in an amount of Four Hundred Twenty-Nine Thousand, Ninety Dollars (\$429,090.00) for the Annual Emergency Sewer Systems Repairs.


Marco DiBattista, Secretary

ROLL CALL:

Mr. Oren Lutz – Absent
Mr. Gregory Schofield – Yes
Mr. Dennis Archible – Yes
Mr. Timothy Ellis – Yes
Mrs. Marie McKenna – Yes

ADOPTED: January 14, 2025

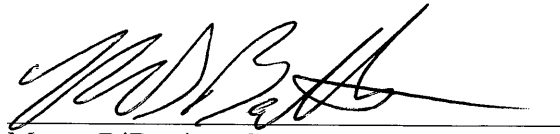
**RESOLUTION OF THE PENNSAUKEN SEWERAGE AUTHORITY
TO AWARD THE ANNUAL EMERGENCY PUMP STATION REPAIRS
CONTRACT 25-02**

WHEREAS, the Pennsauken Sewerage Authority (“PSA”) having met at their Reorganization Meeting on January 14, 2025; and

WHEREAS, the PSA desires to enter an appropriate contract(s) for Annual Emergency Pump Station Repairs and having duly advertised for and receiving bids for same; and

WHEREAS, one qualified bid was received from Municipal Maintenance, Inc. in the amount of \$201,785.00.

NOW, THEREFORE, BE IT RESOLVED, that the Pennsauken Sewerage Authority shall enter a contract with Municipal Maintenance, Inc. in an amount of Two Hundred One Thousand, Seven Hundred Eighty-Five Dollars and No Cents (\$201,785.00) for the Annual Emergency Pump Station Repairs.



Marco DiBattista, Secretary

ROLL CALL:

Mr. Oren Lutz – Absent
Mr. Gregory Schofield – Yes
Mr. Dennis Archible – Yes
Mr. Timothy Ellis – Yes
Mrs. Marie McKenna – Yes

ADOPTED: January 14, 2025

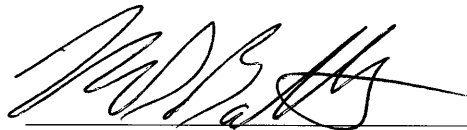
RESOLUTION OF THE PENNSAUKEN SEWERAGE AUTHORITY TO AWARD THE SERVICE CONTRACT FOR THE MAINTENANCE OF ODOR CONTROL SYSTEMS INSTALLED AT PUMP STATIONS 1 & 6 CONTRACT NO. 25-03

WHEREAS, the Pennsauken Sewerage Authority having met in the Reorganization session of January 14, 2025; and

WHEREAS, the Pennsauken Sewerage Authority desires to enter an appropriate service contract(s) for the maintenance of air scrubber systems installed at pump stations 1 & 6 and having duly advertised for and receiving bids for same; and

WHEREAS, one qualified bid was received from Evoqua Water Technologies.

NOW, THEREFORE, BE IT RESOLVED, that the Pennsauken Sewerage Authority shall enter a contract with **Evoqua Water Technologies** in an amount of Twenty-Six thousand, Nine Hundred Forty Dollars (\$26,940.00) for the Maintenance of Air Scrubber Systems at Pump Stations 1 & 6 for the fiscal year 2025.



Marco DiBattista, Secretary

ROLL CALL:

Mr. Oren Lutz – Absent
Mr. Gregory Schofield – Yes
Mr. Dennis Archible – Yes
Mr. Timothy Ellis – Yes
Mrs. Marie McKenna – Yes

ADOPTED: January 14, 2025

**RESOLUTION OF THE PENNSAUKEN SEWERAGE AUTHORITY
TO AUTHORIZE THE EXECUTION OF A PROFESSIONAL SERVICES
AGREEMENT WITH BOWMAN & COMPANY**

WHEREAS, the Pennsauken Sewerage Authority (“Authority”) has agreed to provide a Section 125 Cafeteria Plan (“Plan”) for its employees for the 2024 plan year; and

WHEREAS, in connection therewith it requires the services of a professional public account and consultant to assist in the administration of the Plan; and

WHEREAS, the Authority advertised and issued Requests for Proposals for public accounting services and reviewed and analyzed proposals received in response for responsiveness, qualification and ability to meet the Authority’s needs; and

WHEREAS, Bowman & Company (“Bowman”) submitted a qualified proposal and the Authority having awarded a professional services contract accordingly, and

WHEREAS, Bowman has offered to extend its services for the purpose of assisting the Authority with the administration of the Plan as set forth in a proposal dated September 12, 2024 (“Proposal”) the terms of which are incorporated herein by reference; and

WHEREAS, the Authority’s budget for professional services is sufficient to meet the obligations it will incur in connection with the Proposal; and

WHEREAS, the agreement is awarded through a fair and open process, in accordance with N.J.S.A. 19:44A-20.4, et seq.; and so

THEREFORE, BE IT RESOLVED by the Pennsauken Sewerage Authority that it authorizes the approval of the Proposal for those services related to its Section 125 Cafeteria Plan; and

BE IT FURTHER RESOLVED that this be classified as an extraordinary and unspecifiable service and professional service for the reasons described above, and as such not subject to the bid

provisions of the Local Public Contracts Law and Staff is hereby directed and authorized to execute the Proposal and take all other actions incidental thereto.

A handwritten signature in black ink, appearing to read 'M. DiBattista', is written over a horizontal line.

Marco DiBattista, Secretary

ROLL CALL:

Mr. Oren Lutz – Absent
Mr. Gregory Schofield – Yes
Mr. Dennis Archible – Yes
Mr. Timothy Ellis – Yes
Mrs. Marie McKenna – Yes

ADOPTED: January 14, 2025

September 12, 2024

Marco DiBattista, Executive Director
Pennsauken Sewerage Authority
1250 John Tipton Boulevard
Pennsauken, NJ 08110-2321

Dear Mayor,

This letter is to confirm and specify the terms of our engagement with the Pennsauken Sewerage Authority for their Section 125 Cafeteria Plan for the 2025 Plan Year and to clarify the nature and extent of the services we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom services are performed to confirm the arrangements.

We will provide the following services:

- * Attendance at an employee informational meeting and enrollment meeting, if requested;
- * Record keeping of individual contributions to the plan, ordinary allowable claim review and preparation of advice to Payroll Department when applicable;
- * We can accommodate debit cards, direct deposit, checks and processing through payroll;
- * Employer and Employee access to Web-Portal for account review;
- * Various Employer reports to be emailed to Administrator;
- * Statements will be emailed or mailed to participants monthly;
- * Testing to assure Plan complies with Internal Revenue Service Non-Discrimination Rules;
- * Technical updates and management consulting relative to the plan.

We will use professional judgment in resolving questions or where there may be conflicts between the authorities' interpretations of the law and other supportable positions. Unless otherwise instructed by you, we will resolve such questions in your favor whenever possible.

The Internal Revenue Service and the Department of Labor may select your Plan for review. Any proposed corrective adjustments by the examining agent are subject to certain rights of appeal. In the event of such government examination, we will be available upon request to represent you and will render additional invoices for the time and expenses incurred.

Our fee for these services will be as follows:

Our professional fees for setting up plan software and all related communication materials:

- Yearly renewal fee \$325.00

Cafeteria Plan services which includes record keeping of contributions, tracking of disbursements, communication with payroll department regarding disbursements, discrimination testing and coordination of open enrollment process.

Up to 26 Participants Standard hourly billing rates below
26+ Participants \$5.00/per participant per month

Other services, such as attendance at employee informational meetings, if requested, will be based upon the amount of time required at our standard hourly billing rates as listed below:

Partner	\$315.00
Senior Manager	215/240/280.00
Manager	200.00
Senior Associate	165.00
Associate	125.00
Intern/Co-op	90.00
General Administration/ Report Processing	80.00

All invoices are due and payable upon presentation. This engagement letter relates only to the plan specified above. If the foregoing fairly sets forth your understanding, please sign the enclosed copy of this letter in the space indicated and return it to our office.

We want to express our appreciation for this opportunity to work with you.

Very truly yours,

BOWMAN & COMPANY LLP



Michelle E. Gasiorowski

MEG :rmk
Enclosure

APPROVED: 
BY: _____

DATE: 1-14-25

**RESOLUTION OF THE PENNSAUKEN SEWERAGE AUTHORITY
AUTHORIZING A BUDGET TRANSFER FOR F/Y 2024**

WHEREAS, the Pennsauken Sewerage Authority having met at the Reorganization Meeting on January 14, 2025; and

WHEREAS, the Authority budget for the year ending December 31, 2024 was adopted on December 12, 2023; and

WHEREAS, N.J.A.C. 5:31-2.8 provides that all amendments to the budget shall be approved and adopted by resolution of the Authority, passed by not less than a majority of the full membership; and

WHEREAS, the Authority's Treasurer has found it necessary to increase certain line items and recommends amendments to its budget for fiscal year ending December 31, 2024; and

WHEREAS, the Treasurer has determined there are funds in excess of amounts required to meet expenditures through the end of the fiscal year in certain line items.

NOW, THEREFORE, BE IT RESOLVED that the following transfers be made to the adopted budget of the Pennsauken Sewerage Authority for its fiscal year ending December 31, 2024.

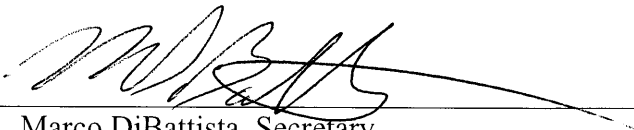
**2024 BUDGET TRANSFER
OFFICIAL RESOLUTION WILL BE PRESENTED AT
MEETING**

<u>ACCOUNT</u>	<u>FROM</u>	<u>TO</u>
<u>Admin</u>		
Health Insurance	\$ 10,000.00	\$
Auditing Fees		6,500.00
Telephone Expenses		3,500.00
TOTAL ADMIN	<u>\$ 10,000.00</u>	<u>\$ 10,000.00</u>
 <u>O & M</u>		
Hosp	\$ 30,000.00	\$
Workers Comp	13,000.00	
Collection System Exp	13,600.00	
General Liability Ins		1,600.00
Utility Pump Station		15,000.00
Vehicle Repair		10,000.00
Emergency Station Repairs		30,000.00
TOTAL O & M	<u>\$ 56,600.00</u>	<u>\$ 56,600.00</u>

BE IT FURTHER RESOLVED that two certified copies of this complete amendment and resolution be filed forthwith with the Director of Division of Local Government Services for his certification of the Authority Budget so amended.

CERTIFICATION

It is hereby certified that this is a true copy of a
Resolution amending the budget, adopted by the
Governing body on the 14 day of January, 2025.



Marco DiBattista, Secretary

ROLL CALL:

Mr. Oren Lutz – Absent
Mr. Gregory Schofield – Yes
Mr. Dennis Archible – Yes
Mr. Timothy Ellis – Yes
Mrs. Marie McKenna – Yes

ADOPTED: January 14, 2025

**RESOLUTION OF THE PENNSAUKEN SEWERAGE
AUTHORITY TO AUTHORIZE THE EXECUTION OF
AN EMPLOYMENT CONTRACT WITH GREGORY SCHOFIELD**

WHEREAS, the Pennsauken Sewerage Authority (“PSA”) having met in Regular Session; and

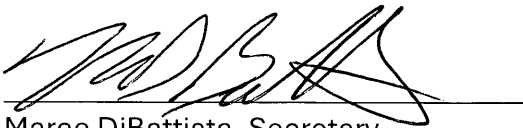
WHEREAS, PSA had employed Gregory Schofield (“Schofield”) as a regular member of its labor force through October 17, 2024, at which time Schofield agreed to resign his position; and

WHEREAS, Schofield wishes to rescind that resignation and accept a period of administrative leave without pay from the last day of actual work for the PSA up to the commencement of employment under the agreement which is authorized by this resolution; and

WHEREAS, PSA now wishes to employ Schofield for a period of two years as a third shift monitor subject to the terms and conditions set forth in a specific contract of employment which is attached hereto (“Contract”); and

WHEREAS, by entering this Contract, Schofield will release the PSA from any and all claims of whatsoever nature relating to his past employment, his resignation and any disciplinary actions taken by the PSA prior to the date hereof.

NOW THEREFORE BE IT RESOLVED, that the PSA is authorized to enter into an employment contract with Gregory Schofield in the form attached hereto.


Marco DiBattista, Secretary

ROLL CALL:

Mr. Oren Lutz – Absent
Mr. Gregory Schofield – Yes
Mr. Dennis Archible – Yes
Mr. Timothy Ellis – Yes
Mrs. Marie McKenna – Yes

Adopted: January 14, 2025

The Vice-Chairman asked the Treasurer, Marco DiBattista, for his report.

See Treasurer's Report

The Vice-Chairman asked the Superintendent, Anthony Figueroa, for his report.

See Superintendent's Report

The Vice-Chairman asked for the Engineer's reports.

No Engineers were present.

The Vice-Chairman asked the Commissioners for any reports.

The Commissioners had nothing further to report.

The Vice-Chairman asked the Solicitor, David Luthman, for his report.

Mr. Luthman had nothing further to report.

The Vice-Chairman asked the Executive Director, Mr. DiBattista, for his report.

Mr. DiBattista had nothing further to report.

Correspondence:

No Correspondence

As there were no items of personnel or litigation, Mr. Schofield requested a motion to adjourn. A motion was made by Mr. Archible, seconded by Mr. Ellis to adjourn. On roll call all Commissioners present voted yes and the motion carried.

Respectfully Submitted,



Marco DiBattista, Secretary

PENNSAUKEN SEWERAGE AUTHORITY
REVENUES-JANUARY 1, 2024 - DECEMBER 31, 2024
FOR MONTH OF DECEMBER

<u>ACC'T TITLE</u>	<u>BUDGET</u>	<u>MTD COLL.</u>	<u>YTD COLL.</u>	<u>MTD BILLINGS</u>	<u>YTD BILLINGS</u>
4001 RESIDENTIAL	2,790,000.00	\$ 86,943.56	\$ 2,681,389.67	\$ 25.75	\$ 2,794,782.51
4004 COMMERCIAL	1,305,000.00	\$ 50,322.71	\$ 1,296,735.38	\$ 16,640.63	\$ 1,205,865.19
4005 PENALTY	50,000.00	\$ 1,265.85	\$ 50,820.05	\$ 4,889.47	\$ 51,819.41
4002 MERCH	205,000.00		\$ 202,980.32		\$ 202,980.32
4003 C/H	32,000.00		\$ -		\$ 29,398.68
4012 OTHER INCOME	3,000.00	\$ 125.00	\$ 280.09		\$ 280.09
4013 INVEST INT	15,000.00	\$ 1,548.50	\$ 20,778.01		\$ 20,778.01
4014 TRUSTEE INT	15,000.00	\$ 2,773.39	\$ 10,335.48		\$ 10,335.48
4016 PERMITS (RES)	12,000.00	\$ 200.00	\$ 8,400.00		\$ 8,400.00
4019 PERMITS (COMM)	12,000.00	\$ 100.00	\$ 7,415.90		\$ 7,415.90
4021-PERMITS (MERCH)	1,000.00		\$ -		\$ -
4020-JIF INS PREMIUM	12,000.00		\$ -		\$ -
4017-18- FILING-INSP.	\$500.00		\$ 180.00		\$ 180.00
Anticipated Balance	38,100.00				
TOTALS	4,490,600.00	143,279.01	4,279,314.90	21,555.85	4,332,235.59
		BUDGET	MTD	YTD	REMARKS
ASSETS/CAPITAL		\$ 480,000.00	\$ -	\$ 49,182.20	

<u>CASH BALANCES</u>	<u>AMOUNT</u>
<u>GENERAL CHECKING</u>	\$2,425,617.45
<u>PAYROLL</u>	\$7,826.42
<u>REVENUE</u>	\$ 12.29
<u>DEBT. SERVICE</u>	\$ -
<u>DEBT. SERV. RESERVE</u>	\$ 64,355.96
<u>R & R</u>	\$ 284,827.13
<u>GENERAL</u>	\$ 20,038.63

Investments under Trustee Accounts:

61,114.05 CD with 1st Colonial Bank @ 4% - MATURES 11/07/25
198,788.74 CD with 1st Colonial Bank @ 2.75% - MATURES 12/24/25
85,605.93 CD with 1st Colonial Bank @ 4.25% - Matures 01/29/25

23,725.29 Money Market

Account Id	Account Description	Anticipated/Budgeted	Current Rev/Expd	YTD Rev/Expd	Balance/Excess/Del	%Expd	%Real
01-00-410-001	Residential	2,790,000.00	26.75	2,794,782.51	4,782.51	100.1700	
01-00-410-002	Merchantville	205,000.00	0	202,980.32	-2,019.68	99.0100	
01-00-410-003	Cherry Hill	32,000.00	0	29,398.68	-2,601.32	91.8700	
01-00-410-004	Commercial	1,305,000.00	16,640.63	1,205,865.19	-99,134.81	92.4000	
01-00-410-005	A/R Penalty	50,000.00	4,889.47	51,819.41	1,819.41	103.6400	
01-00-415-001	410 SERVICE FEES	4,382,000.00	21,555.85	4,284,846.11	-97,153.89	70.0000	
01-00-415-002	Permits - Residential	12,000.00	200.00	8,400.00	-3,600.00		
01-00-415-003	Permits - Commercial	12,000.00	100.00	7,415.90	-4,584.10	61.8000	
01-00-415-003	Permits - Merchantville	1,000.00	0	0	-1,000.00	0.0000	
01-00-420-001	415 CONNECTION FEES	25,000.00	300.00	15,815.90	-9,184.10	9.3400	
01-00-420-001	Other Income	3,000.00	125.00	280.09	-2,719.91	36.0000	
01-00-420-002	Application and Inspection Fees	500.00	0	180.00	-320.00		
01-00-420-004	JIF Insurance Premium Refund	12,000.00	0	0	-12,000.00	0.0000	
01-00-425-001	420 OTHER OPERATING REVENUES	15,500.00	125.00	460.09	-15,039.91	138.5200	
01-00-425-002	Interest from Operating Fund	15,000.00	1,548.50	20,778.01	5,778.01	68.9000	
01-00-425-002	Interest from Trustee Accounts	15,000.00	2,773.39	10,335.48	-4,664.52		
01-00-430-001	425 INTEREST ON INVESTMENTS	30,000.00	4,321.89	31,113.49	1,113.49	0.0000	
	Anticipated Fund Balance	38,100.00	0	0	-38,100.00		
	430 Total	38,100.00	0.00	0.00	-38,100.00		
	00 OPERATING REVENUES	4,490,600.00	26,302.74	4,332,235.59	-158,364.41		
	OPERATING REVENUES Revenue Totals	4,490,600.00	26,302.74	4,332,235.59	-158,364.41		
01-01-510-500	ADMINISTRATION SALARIES	0	0	0	0	0	
01-01-510-501	ADMIN PSA Management	175,000.00	16,620.00	172,848.00	2,152.00	98.7700	
01-01-510-502	ADMIN Office Staff	335,000.00	31,493.61	325,728.58	9,271.42	97.2300	
01-01-510-503	ADMIN: Commissioners	18,000.00	1,500.00	18,000.00	0.00	100.0000	
01-01-510-600	ADMINISTRATION FRINGE BENEFITS	0	0	0	0	0	
01-01-510-601	ADMIN: PERS/Employers Liabil	145,000.00	0	138,571.00	6,429.00	95.5700	
01-01-510-602	ADMIN: FICA/SOCIAL SECURITY/MEDICARE	56,000.00	2,818.90	39,965.79	16,034.21	71.3700	
01-01-510-603	ADMIN: SUI/SDI/FUI	5,000.00	-647.18	1,172.44	3,827.56	23.4500	
01-01-510-604	ADMIN: Hospital Benefits	192,000.00	1,181.55	171,678.81	20,321.19	89.4200	
01-01-510-605	ADMIN: Vision, Dental & Rx	55,000.00	1,219.49	47,856.99	7,143.01	87.0100	
01-01-510-607	ADMIN: Sick/Vac Payback	55,000.00	6,648.00	42,917.07	12,082.93	78.0300	
01-01-510-700	ADMINISTRATION OTHER EXPENSES	0	0	0	0	0	
01-01-510-721	ADMIN: Legal Fees	20,000.00	1,516.63	18,200.00	1,800.00	91.0000	
01-01-510-722	ADMIN: Audit	37,000.00	0	43,330.00	-6,330.00	117.1100	

01-01-510-723	ADMIN: Other Professional Fees	20,000.00	0	19,087.24	912.76	95.4400
01-01-510-736	ADMIN: Public Officials Liab.	10,000.00	0	8,864.00	1,136.00	88.6400
01-01-510-750	ADMIN: Office Supplies & Expense	15,000.00	815.76	6,686.73	8,313.27	44.5800
01-01-510-751	ADMIN: Postage	17,000.00	0	11,495.12	5,504.88	67.6200
01-01-510-752	ADMIN: Advertising & Printing	15,000.00	121.08	991.31	14,008.69	6.6100
01-01-510-753	ADMIN: Telephone	25,000.00	3,055.01	26,391.41	-1,391.41	105.5700
01-01-510-754	ADMIN: Miscellaneous Exp	3,000.00	0	309.86	2,690.14	10.3300
01-01-510-755	ADMIN: Service Contracts	25,000.00	558.58	16,948.82	8,051.18	67.8000
01-01-510-756	ADMIN: Equipment Rental	3,500.00	0	2,989.56	510.44	85.4200
01-01-510-757	ADMIN: Building Utilities	25,000.00	1,362.17	23,230.41	1,769.59	92.9200
01-01-510-758	ADMIN: Building Exp. & Repairs	25,000.00	1,784.94	15,973.08	9,026.92	63.8900
01-01-510-759	ADMIN: Financial Exp	2,300.00	0	2,190.00	110.00	95.2200
01-01-510-760	ADMIN: Bad Debt Exp	500.00	0	0	500.00	0.0000
01-01-510-762	ADMIN: Education/Dues	10,000.00	117.00	7,627.09	2,372.91	76.2700
01-01-510-763	ADMIN: Civic Involve	182,500.00	0	165,000.00	17,500.00	90.4100
510 ADMINISTRATION		1,471,800.00	70,165.54	1,328,053.31	143,746.69	
01 Administration		1,471,800.00	70,165.54	1,328,053.31	143,746.69	
01-02-520-500	COST OF SERVICE SALARIES	0	0	0	0	0
01-02-520-505	O&M: Union Salaries	1,000,000.00	74,113.51	938,923.29	61,076.71	93.8900
01-02-520-506	O&M: Management Salaries	190,000.00	18,180.00	189,072.00	928.00	99.5100
01-02-520-600	COST OF SERVICE FRINGE BENEFIT	0	0	0	0	0
01-02-520-601	O&M: PERS	145,000.00	0	138,571.00	6,429.00	95.5700
01-02-520-602	O&M: FICA/SOCIAL SECURITY/MEDICARE	100,000.00	9,173.85	90,086.43	9,913.57	90.0900
01-02-520-603	O&M: SUI/SDI/FI	8,500.00	85.97	4,733.02	3,766.98	55.6800
01-02-520-604	O&M: Hospitalization Benefits	420,000.00	8,730.46	387,602.41	32,397.59	92.2900
01-02-520-605	O&M: Vision, Dental & Rx	115,000.00	2,448.40	110,742.94	4,257.06	96.3000
01-02-520-607	O&M: Sick/vac Payback	97,000.00	10,153.55	54,664.40	42,335.60	56.3600
01-02-520-608	O&M: Uniform Exp.	8,000.00	0	3,234.66	4,765.34	40.4300
COST OF SERVICE OTHER EXPENSES		0	0	0	0	0
01-02-520-700	O&M: Engineer Fees	25,000.00	0	0	25,000.00	0.0000
01-02-520-731	O&M: General Liability/Auto Ins	25,000.00	0	26,588.00	-1,588.00	106.3500
01-02-520-732	O&M: Worker's Comp Insurance	55,000.00	0	41,781.00	13,219.00	75.9700
01-02-520-733	O&M: Property/Insurance	75,000.00	0	72,668.00	2,332.00	96.8900
01-02-520-735	O&M: Fund Expense (JIF)	5,000.00	0	1,351.00	3,649.00	27.0200
01-02-520-741	O&M: Uninsured Liabilities	10,000.00	0	0	10,000.00	0.0000
01-02-520-755	O&M: Service Contracts	30,000.00	0	2,485.00	27,515.00	8.2800
01-02-520-764	O&M: Station Utilities	175,000.00	13,438.97	174,973.87	26.13	99.9900

01-02-520-765	O&M: Trash Removal	10,000.00	0	6,540.51	3,459.49	65,4100
01-02-520-766	O&M: Oper & Maint Expense	45,000.00	6,519.59	39,897.64	5,102.36	88,6600
01-02-520-767	O&M: Safety Expense	5,000.00	1,192.17	4,686.81	313.19	93,7400
01-02-520-768	O&M: Landscaping	5,000.00	0	4,621.39	378.61	92,4300
01-02-520-769	O&M: Vehicle & Repair Exp	20,000.00	303.03	27,531.91	-7,531.91	137,6600
01-02-520-770	O&M: Fuel/Tolls/Mileage Exp	30,000.00	0	18,271.36	11,728.64	60,9000
01-02-520-771	O&M: Collection System Expense	73,350.00	1,815.21	42,666.54	30,683.46	58,1700
01-02-520-772	O&M: Emergency Repairs	140,000.00	0	80,206.97	59,793.03	57,2900
01-02-520-773	O&M: Emergency Station Repairs	140,000.00	51,089.98	113,888.14	26,111.86	81,3500
01-02-520-774	O&M: Chemicals	6,875.00	0	0	6,875.00	0,0000
01-02-520-775	O&M Permits & Licensing	6,000.00	150.00	2,406.00	3,594.00	40,1000
	520 COST OF SERVICE	2,964,725.00	197,394.69	2,578,194.29	386,530.71	
01-03-600-001	02 Operations	2,964,725.00	197,394.69	2,578,194.29	386,530.71	
	Bond Debt (Principal)	50,550.00	0	49,542.36	1,007.64	0,0000
01-03-600-002	Bond Debt (Interest)	3,525.00	0	3,400.00	125.00	0,0000
	600 Total	54,075.00	0.00	52,942.36	1,132.64	
	03 Bond Debt	54,075.00	0.00	52,942.36	1,132.64	
	OPERATING FUND Expenditure Totals	4,490,600.00	267,560.23	3,959,189.96	531,410.04	

Superintendent's Report

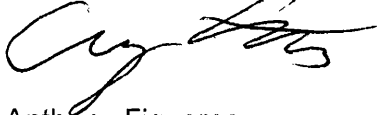
Meeting of January 14th,2025

All components of the sanitary sewage collection system are operating properly.

In regular and preventative maintenance we flushed 16,018 feet of gravity sewer main 1,270 feet was root cut and 3,886 feet was inspected using our CCTV equipment. We performed 297 utility mark outs. We responded to 35 calls for service. The call breakdown is as follows:

Main Line stoppages:	3
Vent stoppages:	13
Station alarms:	7
Miscellaneous services:	12

Respectfully submitted,



Anthony Figueroa
Superintendent