

The Solicitor David A. Luthman, Esq. called the reorganization meeting of the Pennsauken Sewerage Authority to order at 6:45 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. Luthman asked for a roll call. The following Commissioners were present:

Mr. Oren Lutz
Mr. James Pennestri
Mr. Dennis Archible
Mr. Timothy Ellis

Also present were:

Mr. Bill Orth, Executive Director
Ms. Robin Fair, Treasurer
Mr. Thomas M. Tillinghast, Superintendent
Mr. David Luthman, Solicitor

Absent was:

Mr. Gregory Schofield, Commissioner

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

Mr. Luthman presented Resolution 16-01 Nominations for the office of Chairman.

Mr. Archible moved for adoption of Resolution 16-01 with the name of Oren Lutz as Chairman, seconded by Mr. Ellis. On roll call all Commissioners present voted yes on roll call and the motion carried.

See Resolution No. 16-01

Mr. Luthman administered the Oath of Office to the Chairman Lutz and the document was signed.

Mr. Lutz presented Resolution 16-02, Nominations for the office of Vice-Chairman.

Mr. Ellis moved for adoption of Resolution No. 16-02 with the name of Gregory Schofield, seconded by Mr. Archible. All Commissioners present voted yes on roll call and the motion carried.

See Resolution No. 16-02

**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, 2016 or until his successor is elected.



Bill Orth, Secretary

ROLLCALL:

Mr. Lutz – Yes

Mr. Schofield – Absent

Mr. Archible – Yes

Mr. Ellis – Yes

Mr. Pennestri – Yes

ADOPTED: January 5, 2016

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

BE IT RESOLVED by the Pennsauken Sewerage Authority that **Greg Schofield** be and is hereby elected Vice-Chairman of the Pennsauken Sewerage Authority for the fiscal year ending December 31, 2016. or until his successor is elected.



Bill Orth, Secretary

ROLLCALL:

Mr. Lutz – Yes

Mr. Schofield – Absent

Mr. Archible – Yes

Mr. Ellis – Yes

Mr. Pennestri – Yes

ADOPTED: January 5, 2016

Resolution No. 16-03 was presented Affixing Management Salaries for fiscal year 2016

Mr. Archible made a motion to affix salaries with the names so stated. It was seconded by Mr. Ellis. On roll call all Commissioners present votes yes.

See Resolution No. 16-03

Resolution No. 16-4 was presented, Appointment of Marco DiBattista as an Assistant Treasurer/Office Manager and approval of his contract.

A motion was made by Mr. Archible and seconded by Mr. Ellis. All Commissioners present voted yes on roll call.

See Resolution No. 16-04

The Chairman presented the following group of appointments and designations for F/Y 2016 from Resolution 16-05 to and including Resolution 16-14.

Resolution No. 16-05 Appointment of David A. Luthman, Esq. as the Solicitor.

Resolution No. 16-06 Appointment of Engineers with the names of Remington & Vernick, T & M Associates, Inc. and Pennoni Associates, Inc. as Engineers.

Resolution No. 16-7 Appointment of Bowman & Company as the Auditors.

Resolution No. 16-8 Appointment of Connor Strong Companies, Inc. as Insurance Broker/Risk Manager.

Resolution No. 16-9 Appointment of Appointment of Parker McCay as Bond Counsel.

Resolution No. 16-10 Appointments of Bill Orth as Fund Commissioner & Thomas M. Tillinghast as an Alternate.

Resolution No. 16-11 Cash Management Plan – Designation of Depository as 1st Colonial Community Bank.

Resolution No. 16-12 Designations of Official Newspapers as the Courier Post, All Around Pennsauken, the Burlington County Times and the Philadelphia Inquirer.

Resolution No. 16-13 Bond of Treasurer.

Resolution No. 16-14 Surety Bond for Employees.

Mr. Archible moved to adopt Resolutions 16-05 thru 16-14 with the names so stated. Mr. Ellis seconded the motion. On roll call all Commissioners present voted yes. The appointments stand approved.

See Resolutions No. 16-5 to 16-14

**RESOLUTION OF THE PENNSAUKEN SEWERAGE AUTHORITY
INCREASING SALARIES FOR MANAGEMENT EMPLOYEES
FOR FISCAL YEAR ENDING DECEMBER 31, 2016**

WHEREAS, the Pennsauken Sewerage Authority has met in a duly advertised and convened meeting for the purpose of reorganization on January 5, 2016, and;

WHEREAS, the Authority wishes to increase the salaries to be paid to management employees in the amount of 2% for the fiscal year commencing January 1, 2016 and ending December 31, 2016, and;

WHEREAS, those persons employed as Executive Director, Treasurer/Office Manager, Superintendent, Maintenance Supervisor and Supervisor currently have contracts with the Pennsauken Sewerage Authority, more fully setting forth the rights, duties and obligations, pertaining to their employment, which contracts do not expire prior to the end of the aforementioned fiscal year.

NOW, THEREFORE, BE IT RESOLVED that the salaries for the following positions be fixed at an additional 2% for the term set forth above.


Bill Orth, Secretary

ROLLCALL:

Mr. Lutz – Yes
Mr. Schofield – Absent
Mr. Archible – Yes
Mr. Ellis – Yes
Mr. Pennestri – Yes

ADOPTED: January 5, 2016

**RESOLUTION OF THE PENNSAUKEN SEWERAGE AUTHORITY
APPOINTING AN ASSISTANT TREASURER/OFFICE MANAGER
AND APPROVAL OF EMPLOYMENT CONTRACT**

WHEREAS, the Pennsauken Sewerage Authority having met for the purpose of reorganization on January 5, 2016; and,

WHEREAS, the By-Laws of the Authority requires the appointment of a Treasurer; and,

WHEREAS, The Authority has employed a Treasurer/Office Manager for the full-time purpose of keeping all records and accounts of the Authority's business and supervision of the office personnel; and

WHEREAS, the Treasurer/Office Manager has given notice of retirement on July 31, 2016; and,

WHEREAS, the Pennsauken Sewerage Authority desires to employ an Assistant Treasurer/Office Manager to aid in the performance of said duties with the expectation that the individual so employed will become the full-time Treasurer/Office Manager on August 1, 2016.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. **Marco DiBattista** is hereby appointed as Assistant Treasurer/Office Manager for a term of January 1, 2016 thru December 31, 2018.
2. The Assistant Treasurer shall enter a contract with the Pennsauken Sewerage Authority. Said contract is to be maintained and made available for public inspection at the Authority's office.


Bill Orth, Secretary

ROLLCALL:

Mr. Lutz – Yes
Mr. Schofield – Absent
Mr. Archible – Yes
Mr. Ellis – Yes
Mr. Pennestri – Yes

ADOPTED: January 5, 2016

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

WHEREAS, the Pennsauken Sewerage Authority, having met for the purpose of reorganization on January 5, 2016 pursuant to N.J.S.A. 40:15A-1 et seq., and;

WHEREAS, the Pennsauken Sewerage 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 Pennsauken Sewerage 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, 2016 thru December 31, 2016 or until his successor has been appointed.
2. The aforementioned 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, 2016 thru December 31, 2016. 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.


Bill Orth, Secretary

ROLLCALL:

Mr. Lutz – Yes

Mr. Schofield – Absent

Mr. Archible – Yes

Mr. Ellis – Yes

Mr. Pennestri – Yes

ADOPTED: January 5, 2016

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

WHEREAS, The Pennsauken Sewerage Authority, having met for the purpose of reorganization on January 5, 2016, and;

WHEREAS, the Pennsauken Sewerage 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 2016 Budget, and;

WHEREAS, the Pennsauken Sewerage Authority is authorized to enter a contract for these services without public 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 Pennoni Associates, Inc.** are hereby appointed and employed as Consulting Engineers to the Pennsauken Sewerage Authority for a term of January 1, 2016 thru December 31, 2016 or until a successor has been appointed.
2. The Consulting Engineer 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 **Remington & Vernick Engineers, T&M Associates, Inc.** and **Pennoni Associates, Inc.** have been appointed as Consulting Engineers to the Pennsauken Sewerage Authority for a term of January 1, 2016 thru December 31, 2016. The Consulting Engineers shall be paid for such other work as may be required by and performed for the Pennsauken Sewerage 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 Pennsauken Sewerage Authority and consulting Engineer, which is on file and available for public inspection in the office of the Pennsauken Sewerage Authority, 1250 John Tipton Blvd., Pennsauken, New Jersey.


Bill Orth, Secretary

ROLLCALL:

Mr. Lutz – Yes

Mr. Schofield – Absent

Mr. Archible – Yes

Mr. Ellis – Yes

Mr. Pennestri – Yes

ADOPTED: January 5, 2016

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

WHEREAS, the Pennsauken Sewerage Authority, having met for the purpose of reorganization on January 5, 2016 and;

WHEREAS, the Pennsauken Sewerage Authority finds it necessary and advisable to appoint and employ an auditor for the Fiscal Year 2015 and has appropriated sufficient sums for the employment of an auditor in its Fiscal Year budget, and;

WHEREAS, the Pennsauken Sewerage 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, 2016 thru December 31, 2016 or until a successor has been appointed.
2. The Auditor shall enter a contract with the Pennsauken Sewerage Authority in the form annexed hereto which form was 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 **Bowman & Company** has been appointed as Auditor to the Pennsauken Sewerage Authority for a term of January 1, 2016 thru December 31, 2016. 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.



Bill Orth, Secretary

ROLLCALL:

Mr. Lutz – Yes

Mr. Schofield – Absent

Mr. Archible – Yes

Mr. Ellis – Yes

Mr. Pennestri – Yes

ADOPTED: January 5, 2016

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

WHEREAS, the Pennsauken Sewerage Authority having met for the purpose of reorganization on January 5, 2016 and;

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

NOW, THEREFORE, BE IT RESOLVED as follows:

1. **Conner 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 Pennsauken Sewerage Authority and to provide Risk Management services, the adequacy and nature of which shall be determined by the Executive Director of the Pennsauken Sewerage Authority.

2. The term of the award shall be from January 1, 2016 thru December 31, 2015 or until a successor has been appointed.
3. The Secretary of the Pennsauken Sewerage Authority shall cause the following notice to be published once in a newspaper authorized to publish the Authority's notices.

PLEASE TAKE NOTICE that **Conner Strong Companies, Inc.** has been appointed the Insurance Broker of Record for the Pennsauken Sewerage Authority for a term of January 1, 2016 thru December 31, 2016. 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.


Bill Orth, Secretary

ROLLCALL:

Mr. Lutz – Yes
Mr. Schofield – Absent
Mr. Archible – Yes
Mr. Ellis – Yes
Mr. Pennestri – Yes

ADOPTED: January 5, 2016

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

WHEREAS, the Pennsauken Sewerage Authority, having met for the purpose of reorganization on January 5, 2016 pursuant to N.J.S.A. 40:15A-1 et seq., and;

WHEREAS, the Pennsauken Sewerage 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 Pennsauken Sewerage 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 Pennsauken Sewerage 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 Pennsauken Sewerage 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 Pennsauken Sewerage 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, 2016 thru December 31, 2016 or until a successor has been appointed.
2. The aforementioned Bond Counsel shall enter a contract with the Pennsauken Sewerage Authority in the conformance with its response to the Authority's RFP for that position.
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 **Parker McCay, P.A.** has been appointed as Bond Counsel to the Pennsauken Sewerage Authority for a term of January 1, 2016 thru December 31, 2016.



Bill Orth, Secretary

ROLLCALL:

Mr. Lutz – Yes

Mr. Schofield – Absent

Mr. Archible – Yes

Mr. Ellis – Yes

Mr. Pennestri – Yes

ADOPTED: January 5, 2016

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

WHEREAS, the Pennsauken Sewerage 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 **Bill Orth** to serve as the Authority's Fund Commissioner and appoint **Thom Tillinghast** to serve as the Alternate for a term starting January 1, 2016 and ending December 31, 2016 or until their successors are appointed.


Bill Orth, Secretary

ROLLCALL:

Mr. Lutz – Yes

Mr. Schofield – Absent

Mr. Archible – Yes

Mr. Ellis – Yes

Mr. Pennestri – Yes

ADOPTED: January 5, 2016

**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, 2016 and ending December 31, 2016.

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. 1st **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 for the fund 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 Service 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.

Required Balance

(a) Bond Service Fund:	
(b) Sinking Fund	0
(c) Renewal & Replacement Fund	\$250,000.00
(d) General Fund	The Balance
(e) Revenue Fund	Any surplus revenues

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 of 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.


Bill Orth, Secretary

ROLLCALL:

Mr. Lutz – Yes

Mr. Schofield – Absent

Mr. Archible – Yes

Mr. Ellis – Yes

Mr. Pennestri – Yes

ADOPTED: January 5, 2016

**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 the **All Around Pennsauken, 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, 2016 and ending December 31, 2016.


Bill Orth, Secretary

ROLLCALL:

Mr. Lutz – Yes

Mr. Schofield – Absent

Mr. Archible – Yes

Mr. Ellis – Yes

Mr. Pennestri – Yes

ADOPTED: January 5, 2016

**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).


Bill Orth, Secretary

ROLLCALL:

Mr. Lutz – Yes
Mr. Schofield – Absent
Mr. Archible – Yes
Mr. Ellis – Yes
Mr. Pennestri – Yes

ADOPTED: January 5, 2016

**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.



Bill Orth, Secretary

ROLLCALL:

Mr. Lutz – Yes

Mr. Schofield – Absent

Mr. Archible – Yes

Mr. Ellis – Yes

Mr. Pennestri – Yes

ADOPTED: January 5, 2016

The minutes of the meeting December 8, 2015 were presented for approval.

A motion was made by Mr. Pennestri, seconded by Mr. Ellis to approve the minutes as presented. All Commissioners present signified their approval saying aye. The minutes stand approved.

The Chairman stated the amount of bills to be paid tonight is\$395,481.65

Mr. Archible moved to pay the bills as presented, seconded by Mr. Ellis. On roll call all Commissioners present voted yes except Mr. Schofield who abstained. The motion carried.

See Bill List Attached

Approval of Utility Balance Adjustment #'s 11763, 11767, 11774, 11777, 11779 and 11785 were presented.

Mr. Archible moved for the approval of adjustments while Mr. Pennestri seconded the motion. On roll call all Commissioners present voted yes and the adjustments stand approved.

See Journals Attached

The Chairman moved to Old Business.

Resolution No. 16-15 Authorizing a Budget Transfer for F/Y 2015 was presented.

Mr. Archible moved for approval while Mr. Ellis provided the second. On roll call all Commissioners present voted yes.

The Chairman moved to New Business.

There was no new business.

The Chairman asked the Treasurer, Robin Fair, for her report.

See Treasurer's Report

The Chairman asked the Superintendent, Thom Tillinghast, for his report.

See Superintendent's Report

The Chairman asked for the Engineers reports.

No Reports

The Chairman asked the Commissioners for any reports.

Mr. Lutz – Happy New Year. Good health to everyone. Great job and let's continue it.

Mr. Schofield – Absent

Mr. Archible – Happy New Year

Mr. Ellis – Happy New Year

Mr. Pennestri – Happy New Year

January 5, 2016

PENNSAUKEN SEWERAGE AUTHORITY

MEETING FIGURE:

\$395,481.65

Range of Checking Accts: OPER MAN WIRE to OPERATING Range of Check Dates: 12/09/15 to 01/05/16
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			
824	12/15/15	PAYROLL PAYROLL ACCOUNT	34,357.61	12/31/15	1794
825	12/22/15	PAYROLL PAYROLL ACCOUNT	40,440.28	12/31/15	1796
826	12/30/15	PAYROLL PAYROLL ACCOUNT	30,846.87	12/31/15	1799
827	01/05/16	PAYROLL PAYROLL ACCOUNT	87,594.42		1802

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	4	0	193,239.18	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	<u>4</u>	<u>0</u>	<u>193,239.18</u>	<u>0.00</u>

OPERATING	operating cash		Amount Paid	Reconciled/Void	Ref Num
26417	12/09/15	TWPENN TOWNSHIP OF PENNSAUKEN	150,000.00	12/31/15	1793
26418	12/23/15	30624000 BRIAN PLYANT	308.57		1798
26419	12/23/15	60703002 LISA Y REYES	231.32		1798
26420	12/23/15	BIOTRIAD BIOTRIAD ENVIRONMENTAL, INC.	3,025.00	12/31/15	1798
26421	12/23/15	BURLTIME BURLINGTON COUNTY TIMES	74.96	12/31/15	1798
26422	12/23/15	CINTAS CINTAS FIRST AID & SAFETY	141.31	12/31/15	1798
26423	12/23/15	COURIER COURIER POST - DAILY JOURNAL	123.90	12/31/15	1798
26424	12/23/15	DEJANA DEJANA TRK & UTIL EQUIP CO.INC	825.89	12/31/15	1798
26425	12/23/15	ELMER ELMER DOOR COMPANY, INC.	758.75	12/31/15	1798
26426	12/23/15	GALETON GALETON, INC.	617.12	12/31/15	1798
26427	12/23/15	GOV GOVCONNECTION, INC.	80.00	12/31/15	1798
26428	12/23/15	JARVIS Jarvis Electric Motors Inc.	1,843.75		1798
26429	12/23/15	JAYSTIRE JAY'S TIRE SERVICE LLC	25.00	12/31/15	1798
26430	12/23/15	NATBATRY NATIONAL BATTERY COMPANY	229.00		1798
26431	12/23/15	NJAMERWA NEW JERSEY AMERICAN WTR CO INC	56.62	12/31/15	1798
26432	12/23/15	NJAWSTA NEW JERSEY AMERICAN WATER	33.83		1798
26433	12/23/15	NORLAB NORLAB, INC	222.00	12/31/15	1798
26434	12/23/15	PETTY PETTY CASH	214.05	12/31/15	1798
26435	12/23/15	PITNEYME PITNEY BOWES GLOBAL FINANC SVC	924.00		1798
26436	12/23/15	PSEG PUBLIC SERVICE ELEC & GAS CO.	2,255.80	12/31/15	1798
26437	12/23/15	SEWEREQ SEWER EQUIPMENT CO OF AMERICA	519.05	12/31/15	1798
26438	12/23/15	SJENERGY SOUTH JERSEY ENERGY COMPANY	135.47	12/31/15	1798
26439	12/23/15	STEWART STEWART BUSINESS SYSTEMS	63.61	12/31/15	1798
26440	12/23/15	TRISTATE TRI STATE ENVIRONMENTAL SVCS	2,272.35	12/31/15	1798
26441	12/23/15	VAN AIR VAN-AIR & HYDRAULICS	88.47	12/31/15	1798
26442	12/23/15	VERIZOFF VERIZON	1,496.09		1798
26443	12/23/15	VERIZON VERIZON WIRELESS	272.48		1798
26444	12/23/15	WBMASON W.B. MASON CO., INC.	1,547.84	12/31/15	1798
26445	01/05/16	BOWMAN BOWMAN & COMPANY, LLP	800.00		1801
26446	01/05/16	CARQUEST CARQUEST AUTO PARTS	278.30		1801
26447	01/05/16	CCMUA CAMDEN COUNTY MUA	88.00		1801
26448	01/05/16	COMCAST COMCAST	208.16		1801
26449	01/05/16	FONTANAS Fontana's Auto Repair Inc.	118.00		1801
26450	01/05/16	HELMRICH HELMRICH TRANS SYSTEM, INC.	3,455.64		1801
26451	01/05/16	MM Municipal Maintenance Co. Inc.	13,399.12		1801
26452	01/05/16	NJAWSTA NEW JERSEY AMERICAN WATER	47.60		1801
26453	01/05/16	OCC ONE CALL CONCEPTS, INC.	193.44		1801
26454	01/05/16	PHILA PHILA. BUSINESS FORMS INC.	4,000.50		1801
26455	01/05/16	PSEG PUBLIC SERVICE ELEC & GAS CO.	11,039.64		1801

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
OPERATING	operating cash	Continued			
26456	01/05/16	SCHWER SCHWERING HARDWARE, INC.	141.85		1801
26457	01/05/16	SUBURBAN SUBURBAN WINDOW CLEANING, LLC	80.00		1801
26458	01/05/16	WESTMONT WESTMONT HARDWARE, INC.	5.99		1801
Checking Account Totals					
		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:	42	0	202,242.47	0.00
	Direct Deposit:	0	0	0.00	0.00
	Total:	<u>42</u>	<u>0</u>	<u>202,242.47</u>	<u>0.00</u>
Report Totals					
		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:	46	0	395,481.65	0.00
	Direct Deposit:	0	0	0.00	0.00
	Total:	<u>46</u>	<u>0</u>	<u>395,481.65</u>	<u>0.00</u>

December 7, 2015
02:56 PM

PENNSAUKEN SEWERAGE AUTHORITY
Utility Balance Adjustment Batch Update Report

Page No: 1

Batch: DEBORAH Updated Entries: 1 Updated Principal: 1.50- Updated Penalty: 0.00 Ref Num: 11763

December 7, 2015
02:56 PM

PENNSAUKEN SEWERAGE AUTHORITY
Utility Balance Adjustment Verification Listing for Batch: DEBORAH

Page No: 1

Batch Id: DEBORAH

Account Id Name	Service	Adj Code	Bill Code Transaction Type	Yr Prd	Principal	Penalty	Total	Descript	Date	Seq
40001063-0 CARBERRY, JOSEPH	Sewer	105		15 3	1.50-	0.00	1.50-	FOR PENALTY	12/07/15	1

December 8, 2015
09:30 AM

PENNSAUKEN SEWERAGE AUTHORITY
Utility Balance Adjustment Batch Update Report

Page No.: 1

Batch: DEBORAH Updated Entries: 1 Updated Principal: 0.00 Updated Penalty: 0.75- Ref Num: 11767

December 8, 2015
09:30 AM

PENNSAUKEN SEWERAGE AUTHORITY
Utility Balance Adjustment Verification Totals for Batch: DEBORAH

Page No: 2

Code Type Description	Count	Arrears/Other	Principal			Penalty	Total
			2014	2015	Future		
405 Balance Adjustment							
Cancel Charges	<u>1</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.75-</u>	<u>0.75-</u>
Sewer Totals:	<u>1</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.75-</u>	<u>0.75-</u>
Grand Totals:	<u>1</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.75-</u>	<u>0.75-</u>

December 8, 2015
09:30 AM

PENNSAUKEN SEWERAGE AUTHORITY
Utility Balance Adjustment Verification Listing for Batch: DEBORAH

Page No: 1

Batch Id: DEBORAH

Account Id Name	Service	Adj Code	Bill Code	Yr Prd	Principal	Penalty	Total	Descript	Date	Seq
90263002-0 F M EQUITIES LLC-V/P	Sewer	405		15 3	0.00	0.75-	0.75-	REMOVE PENALTY	12/08/15	1
				Balance Adjustment						

December 8, 2015
02:32 PM

PENNSAUKEN SEWERAGE AUTHORITY
Utility Balance Adjustment Verification Listing for Batch: DEBORAH

Page No: 1

Batch Id: DEBORAH

Account Id Name	Service	Adj Code	Bill Code Transaction Type	Yr Prd	Principal	Penalty	Total	Descript	Date	Seq
60174000-0 CARRION, JASON	Sewer	105		15 2	0.00	3.00-	3.00-	cancel charges	12/08/15	1
			Balance Adjustment							
60174000-0	Sewer	105		15 3	0.00	0.75-	0.75-	cancel charges	12/08/15	2

December 8, 2015
02:32 PM

PENNSAUKEN SEWERAGE AUTHORITY
Utility Balance Adjustment Batch Update Report

Page No: 1

Batch: DEBORAH Updated Entries: 2 Updated Principal: 0.00 Updated Penalty: 3.75- Ref Num: 11774

December 9, 2015
07:32 AM

PENNSAUKEN SEWERAGE AUTHORITY
Utility Balance Adjustment Batch Update Report

Page No: 1

Batch: DEBORAH Updated Entries: 2 Updated Principal: 11.87- Updated Penalty: 0.75- Ref Num: 11777

December 9, 2015
07:32 AM

PENNSAUKEN SEWERAGE AUTHORITY
Utility Balance Adjustment Verification Listing for Batch: DEBORAH

Page No: 1

Batch Id: DEBORAH

Account Id	Service	Adj Code	Bill Code	Yr Prd	Principal	Penalty	Total	Descript	Date	Seq
			Transaction Type							
50002057-0	Sewer	105		15 3	0.00	0.75-	0.75-	REMOVE PENALTY	12/09/15	1
MORALES, NELSON				Balance Adjustment						
90155002-0	Sewer	105		15 3	11.87-	0.00	11.87-	REMOVE PENALTY	12/09/15	2
WASH RITE INC.				Balance Adjustment						

December 9, 2015
01:48 PM

PENNSAUKEN SEWERAGE AUTHORITY
Utility Balance Adjustment Batch Update Report

Page No: 1

Batch: DEBORAH Updated Entries: 1 Updated Principal: 0.00 Updated Penalty: 24.98- Ref Num: 11779

December 9, 2015
01:48 PM

PENNSAUKEN SEWERAGE AUTHORITY
Utility Balance Adjustment Verification Listing for Batch: DEBORAH

Page No: 1

Batch Id: DEBORAH

Account Id Name	Service	Adj Code	Bill Code	Yr Prd	Principal	Penalty	Total	Descript	Date	Seq
90204000-0 CRESCENT PARK HOLDINGS, LLC	Sewer	105		15 3	0.00	24.98-	24.98-	remove penalty	12/09/15	1
				Balance Adjustment						

December 10, 2015
10:42 AM

PENNSAUKEN SEWERAGE AUTHORITY
Utility Balance Adjustment Verification Listing for Batch: DEBORAH

Page No: 1

Batch Id: DEBORAH

Account Id Name	Service	Adj Code	Bill Code Transaction Type	Yr Prd	Principal	Penalty	Total	Descript	Date	Seq
21076000-0 DOBBINS, DAVID	Sewer	105	15 2 Balance Adjustment		0.00	0.75-	0.75-	REMOVE INTEREST	12/10/15	1
21076000-0 DOBBINS, DAVID	Sewer	105	15 3 Balance Adjustment		0.00	0.75-	0.75-	REMOVE INTEREST	12/10/15	2

December 10, 2015
10:42 AM

PENNSAUKEN SEWERAGE AUTHORITY
Utility Balance Adjustment Batch Update Report

Page No: 1

Batch: DEBORAH Updated Entries: 2 Updated Principal: 0.00 Updated Penalty: 1.50- Ref Num: 11785

**RESOLUTION OF THE PENNSAUKEN SEWERAGE AUTHORITY
AUTHORIZING A BUDGET TRANSFER FOR F/Y 2015**

WHEREAS, the Pennsauken Sewerage Authority having met in regular session on January 5th, 2016; and

WHEREAS, the Authority budget for the year ending December 31, 2015 was adopted on the 9th day of December, 2014; 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, 2015 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, 2015.

ACCOUNT	FROM	TO
ADMINISTRATION		
OFFICE ADMINISTRATION	16000.00	
HEALTH INSURANCE	15000.00	
SICK TIME SELLBACK	7000.00	
LEGAL	4000.00	
AUDITING	4000.00	
MISCELLANEOUS	4000.00	
OTHER PROFESSIONAL FEES		2500.00
PRINTING & ADVERTISING EXPENSE		1000.00
TELEPHONE EXPENSE		4500.00
BUILDING REPAIRS & EXPENSES		9500.00
CIVIC INVOLVEMENT		32500.00
	50000.00	50000.00

BE IT FURTHER RESOLVED that two certified copies of this complete amendment and resolution be filed forthwith with the Director of the 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 5th day of January, 2016.


 Bill Orth, Secretary

ROLLCALL:

Mr. Lutz – Yes
Mr. Schofield – Absent
 Mr. Archible – Yes
 Mr. Ellis – Yes
 Mr. Pennestri – Yes

ADOPTED: January 5, 2016

PENNSAUKEN SEWERAGE AUTHORITY
REVENUES-JANUARY 1, 2015 - DECEMBER 31, 2015
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	2,550,000.00	\$ 181,046.26	\$ 2,473,264.61	\$ 211.63	\$ 2,571,646.64
4004 COMMERCIAL	1,235,000.00	\$ 57,783.85	\$ 1,423,876.47	\$ 34,946.68	\$ 1,283,136.50
4005 PENALTY	32,000.00	\$ 4,088.14	\$ 46,052.26	\$ 3,858.06	\$ 45,704.37
4002 MERCH	196,000.00	\$ 102,113.21	\$ 202,902.55	\$ 102,113.21	\$ 202,902.55
4003 C/H	30,000.00		\$ 31,344.49		\$ 31,344.49
4012 OTHER INCOME	5,000.00		\$ 48.25		\$ 48.25
4013 INVEST INT	1,000.00	\$ 183.17	\$ 1,990.88		\$ 1,990.88
4014 TRUSTEE INT	10,000.00		\$ 925.00		\$ 925.00
4016 PERMITS (RES)	10,000.00	\$ 400.00	\$ 5,275.00		\$ 5,275.00
4019 PERMITS (COMM)	35,000.00	\$ 100.00	\$ 111,615.80		\$ 111,615.80
4021-PERMITS (MERCH)	1,000.00		\$ -		\$ -
4020-JIF INS PREMIUM	12,000.00	\$17,527.96	\$ 17,527.96		\$ 17,527.96
4017-18- FILING-INSP.	\$1,000.00		\$ 60.00		\$ 60.00
4050 INT./NOTES PAY.	825.00	10.02	\$ 293.82		\$ 293.82
Anticipated Balance	-				
TOTALS	4,118,825.00	363,252.61	4,315,177.09	141,129.58	4,272,471.26
		BUDGET	MTD	YTD	REMARKS
ASSETS/CAPITAL		\$ 110,000.00	\$ -	\$ 81,732.17	

<u>CASH BALANCES</u>	<u>AMOUNT</u>
GENERAL CHECKING	\$755,850.96
PAYROLL	\$7,507.70
REVENUE	\$ 215,388.26
DEBT. SERVICE	\$ -
DEBT. SERV. RESERVE	\$ 53,562.78
R & R	\$ 251,250.31
GENERAL	\$ 252,854.05

Investments under Trustee Accounts:

50,751.88	CD with 1st Colonial Bank @ 1% - MATURES 07/23/16
175,875.31	CD with 1st Colonial Bank @ 1.50% - MATURES 12/24/17
75,000.00	CD with 1st Colonial Bank @ 1.50% - Matures 4/29/18
100,000.00	CD with 1st Colonial Bank @ 1.00% - Matures 4/29/2017
409,429.71	Money Market

Principal lend-a-hand balances as of December 31, 2015:

\$ 27,892.33

M. Rawle	\$6,813.97	A. Cruz	\$1,068.76
D. Brittin	\$4,649.57	C. Jimenez	\$1,920.90
D. Peluso	\$1,461.40	V. Newman	\$1,820.28
J. Schonewolf	\$1,820.09	E. Black	\$1,159.44
R. Ingram	\$6,606.90		
K. Muse	\$571.02		

PENNSAUKEN SEWERAGE AUTHORITY
Statement of Revenue and Expenditures

Revenue Account Range: 01-00-410-001 to 01-00-425-002 Year To Date As Of: 12/31/15
 Expend Account Range: 01-01-510-501 to 01-03-600-002 Current Period: 12/01/15 to 12/31/15
 Skip Zero YTD Activity: No Prior Year: 12/01/14 to 12/31/14

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
01-00-410-001	Residential	6,097.58	2,550,000.00	211.63	2,571,646.64	0.00	21,646.64	101
01-00-410-002	Merchantville	100,752.90	196,000.00	102,113.21	202,902.55	0.00	6,902.55	104
01-00-410-003	Cherry Hill	326.92	30,000.00	0.00	31,344.49	0.00	1,344.49	104
01-00-410-004	Commercial	33,307.00	1,235,000.00	34,946.68	1,283,136.50	0.00	48,136.50	104
01-00-410-005	A/R Penalty	4,362.18	32,000.00	3,858.06	45,704.37	0.00	13,704.37	143
01-00-415-001	Permits- Residential	300.00	10,000.00	400.00	5,275.00	0.00	4,725.00	53
01-00-415-002	Permits - Commercial	0.00	35,000.00	100.00	111,615.80	0.00	76,615.80	319
01-00-415-003	Permits - Merchantville	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
01-00-420-001	Other Income	6,479.63	5,000.00	0.00	48.25	0.00	4,951.75	1
01-00-420-002	Application and Inspection Feed	0.00	1,000.00	0.00	60.00	0.00	940.00	6
01-00-420-004	JIF Insurance Premium Refund	13,084.76	12,000.00	17,527.96	17,527.96	0.00	5,527.96	146
01-00-420-005	Int on Lend-a-Hand Accounts	22.94	825.00	10.02	293.82	0.00	531.18	36
01-00-425-001	Interest from Operating Fund	171.93	1,000.00	183.17	1,990.88	0.00	990.88	199
01-00-425-002	Interest from Trustee Accounts	8,427.92	10,000.00	0.00	925.00	0.00	9,075.00	9
	OPERATING REVENUES Revenue Total	144,282.76	4,118,825.00	159,350.73	4,272,471.26	0.00	153,646.26	104

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
01-01-510-501	ADMIN PSA Management	23,700.44	243,000.00	22,623.85	242,485.85	0.00	514.15	100
01-01-510-502	ADMIN Office Staff	16,992.33	252,000.00	25,184.75	232,564.55	0.00	19,435.45	92
01-01-510-503	ADMIN: Commissioners	1,250.00	15,000.00	1,250.00	15,000.00	0.00	0.00	100
01-01-510-600	ADMINISTRATION FRINGE BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00	0
01-01-510-601	ADMIN: PERS/Employers Liabli	31.34	88,000.00	0.00	87,915.50	0.00	84.50	100
01-01-510-602	ADMIN: Social Security	2,802.85	43,000.00	2,537.24	38,472.75	0.00	4,527.25	89
01-01-510-603	ADMIN: Unemp./Disabili	374.25	6,000.00	41.22	2,628.47	0.00	3,371.53	44
01-01-510-604	ADMIN: Hospital Benefits	6,943.86	94,000.00	5,237.93	76,515.22	0.00	17,484.78	81
01-01-510-605	ADMIN: Vision, Dental & Rx	2,251.54	40,000.00	1,525.25	35,131.96	0.00	4,868.04	88
01-01-510-606	Admin OPEB EXP	8,886.94	0.00	0.00	0.00	0.00	0.00	0
01-01-510-607	ADMIN: Sick/Vac Payback	1,048.00	58,000.00	1,080.00	50,001.50	0.00	7,998.50	86
01-01-510-700	ADMINISTRATION OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
01-01-510-721	ADMIN: Legal Fees	1,516.63	23,000.00	1,516.63	18,200.00	0.00	4,800.00	79
01-01-510-722	ADMIN: Audit	0.00	36,000.00	0.00	31,000.00	0.00	5,000.00	86
01-01-510-723	ADMIN: Other Professional Fees	1,705.50	9,000.00	987.50	10,362.50	0.00	1,362.50	115
01-01-510-736	ADMIN: Public Officials Liab.	0.00	6,800.00	0.00	4,952.62	0.00	1,847.38	73
01-01-510-750	ADMIN: Office Supplies & Expense	691.49	11,000.00	2,192.59	10,536.70	0.00	463.30	96

PENNSAUKEN SEWERAGE AUTHORITY
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
01-01-510-751	ADMIN: Postage	0.00	16,000.00	0.00	12,892.04	0.00	3,107.96	81
01-01-510-752	ADMIN: Advertising & Printing	309.27	11,000.00	4,263.52	11,208.69	0.00	208.69-	102
01-01-510-753	ADMIN: Telephone	1,947.92	18,000.00	1,768.57	19,993.45	0.00	1,993.45-	111
01-01-510-754	ADMIN: Miscellaneous Exp	283.20	5,000.00	0.00	0.00	0.00	5,000.00	0
01-01-510-755	ADMIN: Service Contracts	683.79-	12,000.00	205.61	11,036.64	0.00	963.36	92
01-01-510-756	ADMIN: Equipment Rental	924.00	4,000.00	924.00	3,696.00	0.00	304.00	92
01-01-510-757	ADMIN: Building Utilities	2,587.05	30,000.00	2,146.26	22,367.44	0.00	7,632.56	75
01-01-510-758	ADMIN: Building Exp. & Repairs	620.05	15,000.00	15,016.73	24,110.95	0.00	9,110.95-	161
01-01-510-759	ADMIN: Financial Exp	1,855.00-	2,000.00	0.00	1,840.00	0.00	160.00	92
01-01-510-760	ADMIN: Bad Debt Exp	28,529.41-	500.00	0.00	0.00	0.00	500.00	0
01-01-510-762	ADMIN: Education/Dues	148.00	6,000.00	97.10	5,870.76	0.00	129.24	98
01-01-510-763	ADMIN: Civic Involvement	150,000.00	182,500.00	150,000.00	182,500.00	0.00	0.00	100
01-02-520-500	COST OF SERVICE SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0
01-02-520-505	O&M: Union Salaries	87,140.00	970,000.00	89,230.95	948,171.99	0.00	21,828.01	98
01-02-520-506	O&M: Management Salaries	24,829.27	267,000.00	26,339.58	265,757.58	0.00	1,242.42	100
01-02-520-600	COST OF SERVICE FRINGE BENEFIT	0.00	0.00	0.00	0.00	0.00	0.00	0
01-02-520-601	O&M: PERS	16.93	88,000.00	0.00	87,915.50	0.00	84.50	100
01-02-520-602	O&M: Social Security	9,059.88	102,000.00	7,694.90	98,767.16	0.00	3,232.84	97
01-02-520-603	O&M: Unemployment & Disability	0.00	6,000.00	1,029.61-	3,983.24	0.00	2,016.76	66
01-02-520-604	O&M: Hospitalization Benefits	23,251.70	345,000.00	20,999.24	288,186.41	0.00	56,813.59	84
01-02-520-605	O&M: Vision, Dental & RX	7,508.34	129,000.00	5,430.47	114,140.59	0.00	14,859.41	88
01-02-520-606	O&M OPEB EXP	16,158.06	0.00	0.00	0.00	0.00	0.00	0
01-02-520-607	O&M: Sick/vac Payback	0.00	103,000.00	4,638.00	71,833.50	0.00	31,166.50	70
01-02-520-608	O&M: Uniform Exp.	476.78	8,000.00	0.00	7,212.96	0.00	787.04	90
01-02-520-700	COST OF SERVICE OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
01-02-520-711	O&M: Engineer Fees	7,940.27	25,000.00	0.00	2,485.56	0.00	22,514.44	10
01-02-520-731	O&M: General Liability/Auto Ins	0.00	30,000.00	0.00	23,536.15	0.00	6,463.85	78
01-02-520-732	O&M: Worker's Comp Insurance	0.00	55,000.00	0.00	46,694.44	0.00	8,305.56	85
01-02-520-733	O&M: Property	0.00	46,000.00	0.00	40,909.81	0.00	5,090.19	89
01-02-520-735	O&M: Fund Expense (JIF)	0.00	10,000.00	0.00	4,717.30	0.00	5,282.70	47
01-02-520-741	O&M: Uninsured Liabilities	0.00	10,000.00	0.00	0.00	0.00	10,000.00	0
01-02-520-755	O&M: Service Contracts	2,200.00	30,000.00	2,200.00	24,847.00	0.00	5,153.00	83
01-02-520-764	O&M: Station Utilities	16,997.73	215,000.00	20,317.21	180,673.00	0.00	34,327.00	84
01-02-520-765	O&M: Trash Removal	1,245.37	11,000.00	656.87	10,991.78	0.00	8.22	100
01-02-520-766	O&M: Oper & Maint Expense	934.16	30,000.00	5,557.85	21,935.76	0.00	8,064.24	73
01-02-520-767	O&M: Safety Expense	150.23	5,000.00	141.31	1,637.62	0.00	3,362.38	33
01-02-520-768	O&M: Landscaping	0.00	2,000.00	0.00	1,967.89	0.00	32.11	98
01-02-520-769	O&M: Vehicle & Repair Exp	2,657.34	30,000.00	4,824.62	29,795.24	0.00	204.76	99
01-02-520-770	O&M: Fuel/Tolls/Mileage Exp	6,754.70	50,000.00	0.00	17,108.99	0.00	32,891.01	34
01-02-520-771	O&M: Collection System Expense	4,267.44	60,000.00	12,023.61	47,061.61	0.00	12,938.39	78

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
01-02-520-772	O&M: Emergency Repairs	5,600.00	125,000.00	0.00	115,301.00	0.00	9,699.00	92
01-02-520-773	O&M: Emergency Station Repairs	4,448.48	115,000.00	19,899.12	45,817.95	0.00	69,182.05	40
01-02-520-774	O&M: Chemicals	0.00	1,000.00	0.00	551.80	0.00	448.20	55
01-02-520-775	O&M Permits & Licensing	0.00	3,000.00	0.00	450.00	0.00	2,550.00	15
01-03-600-001	Bond Debt (Principal)	0.00	45,600.00	0.00	45,542.36	0.00	57.64	100
01-03-600-002	Bond Debt (Interest)	0.00	7,925.00	0.00	5,762.41	0.00	2,162.59	73
	OPERATING FUND Expend Total	415,583.14	4,151,325.00	457,522.87	3,705,040.19	0.00	446,284.81	88

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expended	Total Available Revenues
01	OPERATING FUND	144,282.76	159,350.73	4,272,471.26	415,583.14	457,522.87	3,705,040.19	567,431.07

Superintendent's Report

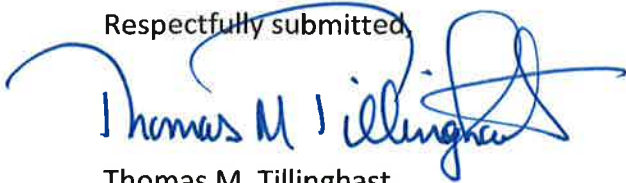
Meeting of January 5, 2016

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

In regular and preventative maintenance we flushed 64,276 feet of gravity sewer main. 1,675 feet was root cut and 15,529 feet was inspected using our CCTV equipment. We responded to 30 calls for service. The call breakdown is as follows:

Main Line stoppages:	5
Vent stoppages:	6
Station alarms:	5
Miscellaneous services:	14

Respectfully submitted,



Thomas M. Tillinghast
Superintendent

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

Mr. Luthman had no report.

The Chairman asked Mr. Orth for the Executive Director's report.

Mr. Orth said Happy New Year and thanked everyone for their vote of confidence.

He also stated that there was no correspondence and no matters of personnel or litigation for closed session, so Mr. Lutz requested a motion to adjourn.

Mr. Archible moved to adjourn, seconded by Mr. Ellis. All present consented by saying aye.

Respectfully submitted,



Bill Orth, Secretary