

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. Gregory Schofield
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. James Pennestri, 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 Pennsauken Township Resolution No. 2013:303 appointing Gregory Schofield to a five year term as PSA Commissioner commencing January 1, 2014 and ending December 31, 2018. The Oath of Office was administered and the document signed.

Mr. Luthman presented Resolution 14-01 Nominations for the office of Chairman.

Mr. Archible moved for adoption of Resolution 14-01 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 No. 14-01

Mr. Lutz presented Resolution 14-02, Nominations for the office of Vice-Chairman.

Mr. Archible moved for adoption of Resolution No. 14-02 with the name of Gregory Schofield, seconded by Mr. Ellis. All Commissioners present voted yes on roll call to carry the motion.

See Resolution No. 14-02

RESOLUTION NO. 2013:303

RESOLUTION APPOINTING A MEMBER TO THE PENNSAUKEN
SEWERAGE AUTHORITY

BE IT RESOLVED, by the Township Committee of the Township of
Pennsauken, in the County of Camden and State of New Jersey that the following
individual is hereby appointed as a member of the Pennsauken Sewerage Authority
for a full five (5) year term, commencing **January 1, 2014** and expiring
December 31, 2018.

GREGORY SCHOFIELD

BE IT FURTHER RESOLVED, that a certified copy of this Resolution be
forwarded by the Municipal Clerk to the Pennsauken Sewerage Authority, Ronald
Crane, Pennsauken Township, Chief Financial Officer and Gregory Schofield.

ADOPTED by the Mayor and Township Committee of the Township of
Pennsauken at the Regular Business Meeting held on December 11, 2013.



Gene Padalino
Township Clerk

ADOPTED: DECEMBER 11, 2013

| Name | Motion | Second | Aye | Nay | Abstain | Absent |
|----------------|--------|--------|-----|-----|---------|--------|
| <i>Figuroa</i> | | | | | √ | |
| <i>Killion</i> | √ | | √ | | | |
| <i>Kneib</i> | | √ | √ | | | |
| <i>McBride</i> | | | √ | | | |
| <i>Taylor</i> | | | √ | | | |

**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, 2014 or until his successor is elected.


Bill Orth, Secretary

ROLLCALL:

Mr. Lutz – Yes

Mr. Schofield – Yes

Mr. Archible – Yes

Mr. Ellis – Yes

Mr. Pennestri – Absent

ADOPTED: January 7, 2014

**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, 2014 or until his successor is elected.



Bill Orth, Secretary

ROLLCALL:

Mr. Lutz – Yes

Mr. Schofield – Yes

Mr. Archible – Yes

Mr. Ellis – Yes

Mr. Pennestri – Absent

ADOPTED: January 7, 2014

Mr. Luthman administered the oath of office to both Chairman Lutz and Vice-Chairman Schofield and the documents were signed.

Resolution No. 14-03 was presented by the Chairman, Affixing Management Salaries for fiscal year 2014.

Mr. Ellis moved for the approval of management salaries as presented. It was seconded by Mr. Archible. On roll call all Commissioners present voted yes.

See Resolution No. 14-03

The Chairman presented this next group of appointments and designations for F/Y 2014 from Resolution 14-04 to and including Resolution 14-13.

Resolution No. 14-04 Appointment of David A. Luthman, Esq. as the Solicitor.

Resolution No. 14-05 Appointment of Engineers with the names of Remington & Vernick, T & M Associates, Inc. and Pennoni Associates, Inc. as Engineers.

Resolution No. 14-06 Appointment of Bowman & Company as the Auditors.

Resolution No. 14-07 Appointment of Connor Strong Companies, Inc. as Insurance Broker/Risk Manager.

Resolution No. 14-08 Appointments of Appointment of Parker McCay as Bond Counsel.

Resolution No. 14-09 Cash Management Plan – Bill Orth as Fund Commissioner & Thomas M. Tillinghast as an Alternate.

Resolution No. 14-10 Cash Management Plan – Designation of Depository as 1st Colonial Community Bank.

Resolution No. 14-11 Designations of Official Newspapers as the Courier Post, All Around Pennsauken, the Burlington County Times and the Philadelphia Inquirer.

Resolution No. 14-12 Bond of Treasurer.

Resolution No. 14-13 Surety Bond for Employees.

Mr. Archible moved to adopt Resolutions 14-04 thru 14-13 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. 14-04 to 14-13

The minutes of the meeting December 10, 2013 were presented for approval.

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


**RESOLUTION OF THE PENNSAUKEN SEWERAGE AUTHORITY
INCREASING SALARIES FOR MANAGEMENT EMPLOYEES
FOR FISCAL YEAR ENDING DECEMBER 31, 2014**

WHEREAS, the Pennsauken Sewerage Authority has met in a duly advertised and convened meeting for the purpose of reorganization on January 7, 2014, 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, 2014 and ending December 31, 2014, 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 – Yes

Mr. Archible – Yes

Mr. Ellis – Yes

Mr. Pennestri – Absent

ADOPTED: January 7, 2014

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

WHEREAS, the Pennsauken Sewerage Authority, having met for the purpose of reorganization on January 7, 2014 pursuant to N.J.S.A. 40:14A-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, 2014 thru December 31, 2014 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, 2014 thru December 31, 2014. 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 – Yes

Mr. Archible – Yes

Mr. Ellis – Yes

Mr. Pennestri – Absent

ADOPTED: January 7, 2014

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

WHEREAS, The Pennsauken Sewerage Authority, having met for the purpose of reorganization on January 7, 2014, and;

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

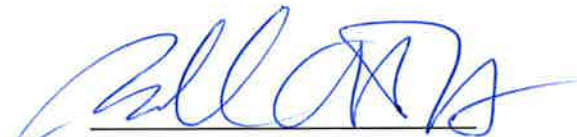
WHEREAS, such employment is specifically authorized by Article 3, Subparagraph 1 of the By-Laws of the Authority and sufficient funds having been appropriated for said services in the Authority's Fiscal Year 2013 Budget, and;

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, 2014 thru December 31, 2014 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, 2014 thru December 31, 2014. 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 – Yes

Mr. Archible – Yes

Mr. Ellis – Yes

Mr. Pennestri – Absent

ADOPTED: January 7, 2014

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

WHEREAS, the Pennsauken Sewerage Authority, having met for the purpose of reorganization on January 7, 2014 and;

WHEREAS, the Pennsauken Sewerage Authority finds it necessary and advisable to appoint and employ an auditor for the Fiscal Year 2013 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, 2014 thru December 31, 2014 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, 2014 thru December 31, 2014. 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 – Yes

Mr. Archible – Yes

Mr. Ellis – Yes

Mr. Pennestri – Absent

ADOPTED: January 7, 2014

**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 7, 2014 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, 2014 thru December 31, 2014 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, 2014 thru December 31, 2014. 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 – Yes
Mr. Archible – Yes
Mr. Ellis – Yes
Mr. Pennestri – Absent

ADOPTED: January 7, 2014

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

WHEREAS, the Pennsauken Sewerage Authority, having met for the purpose of reorganization on January 7, 2014 pursuant to N.J.S.A. 40:14A-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, 2014 thru December 31, 2014 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, 2014 thru December 31, 2014.



Bill Orth, Secretary

ROLLCALL:

Mr. Lutz – Yes

Mr. Schofield – Yes

Mr. Archible – Yes

Mr. Ellis – Yes

Mr. Pennestri – Absent

ADOPTED: January 7, 2014

**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, 2014 and ending December 31, 2014 or until their successors are appointed.



Bill Orth, Secretary

ROLLCALL:

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

ADOPTED: January 7, 2014

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

Pursuant to the requirements of N.J.S.A. 40A:5-14 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, 2014 and ending December 31, 2014.

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 there 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.52:14B-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 – Yes

Mr. Archible – Yes

Mr. Ellis – Yes

Mr. Pennestri – Absent

ADOPTED: January 7, 2014

**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, 2014 and ending December 31, 2014.



Bill Orth, Secretary

ROLLCALL:

Mr. Lutz – Yes

Mr. Schofield – Yes

Mr. Archible – Yes

Mr. Ellis – Yes

Mr. Pennestri – Absent

ADOPTED: January 7, 2014

**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 – Yes

Mr. Archible – Yes

Mr. Ellis – Yes

Mr. Pennestri – Absent

ADOPTED: January 7, 2014

**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 – Yes

Mr. Archible – Yes

Mr. Ellis – Yes

Mr. Pennestri – Absent

ADOPTED: January 7, 2014

The Chairman stated the amount of bills to be paid tonight is\$343,564.98

Mr. Ellis moved to pay the bills as presented, seconded by Mr. Schofield. On roll call all Commissioners present voted yes to carry the motion.

See Bill List Attached

Approval of Utility Bill Adjustment #'s 2010 & 2011 and Utility Balance Adjustment #'s 9232, 9238, 9239, 9243 & 9268 were presented.

Mr. Archible moved for the approval of adjustments while Mr. Ellis seconded the motion. On roll call all Commissioners present voted yes to approve the adjustments.

See Journals Attached

The Chairman moved to Old Business.

Resolution No. 14-14 Authority Adopted Sewer Budget for F/Y 2014 was presented.

Mr. Archible made a motion for approval. Mr. Schofield seconded it. On roll call all Commissioners present voted yes.

See Resolution No. 14-14

The Chairman moved to New Business.

Resolution No. 14-15 Approval of Surplus Asset Disposal List was presented.

A motion was made by Mr. Archible to approve the disposal list. Mr. Ellis seconded it. On roll call all Commissioners present voted yes.

See Resolution No. 14-15

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.

See Report from Dennis Yoder
See Report from Jeff Winegar

January 7, 2014

PENNSAUKEN SEWERAGE AUTHORITY

MEETING FIGURE:

\$343,564.98

Range of Checking Accts: OPER MAN WIRE to OPERATING Range of Check Dates: 12/11/13 to 01/07/14
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 | | | |
| 717 | 12/17/13 | PAYROLL PAYROLL ACCOUNT | 38,077.62 | 12/31/13 | 1507 |
| 718 | 12/24/13 | PAYROLL PAYROLL ACCOUNT | 31,618.84 | 12/31/13 | 1510 |
| 719 | 12/31/13 | PAYROLL PAYROLL ACCOUNT | 36,329.32 | 12/31/13 | 1512 |
| 720 | 12/31/13 | PAYROLL PAYROLL ACCOUNT | 153.02 | | 1515 |
| 721 | 01/07/14 | PAYROLL PAYROLL ACCOUNT | 34,706.32 | | 1516 |

| Checking Account Totals | <u>Paid</u> | <u>Void</u> | <u>Amount Paid</u> | <u>Amount Void</u> |
|-------------------------|-------------|-------------|--------------------|--------------------|
| Checks: | 5 | 0 | 140,885.12 | 0.00 |
| Direct Deposit: | 0 | 0 | 0.00 | 0.00 |
| Total: | <u>5</u> | <u>0</u> | <u>140,885.12</u> | <u>0.00</u> |

| OPERATING | operating cash | | | |
|-----------|----------------|---|----------|---------------|
| 25103 | 12/18/13 | 50964001 MILDRED SOTO | 90.68 | 1509 |
| 25104 | 12/18/13 | ABCON AB-CON EXTERMINATING INC. | 28.00 | 12/31/13 1509 |
| 25105 | 12/18/13 | ARREFRES ARAMARK REFRESHMENT SRVC, LLC | 29.99 | 1509 |
| 25106 | 12/18/13 | ATT AT&T CORPORATION | 1,045.66 | 1509 |
| 25107 | 12/18/13 | BLACKBRN BLACKBURN MFG COMPANY | 167.01 | 12/31/13 1509 |
| 25108 | 12/18/13 | CANON CANON SOLUTIONS AMERICA, INC. | 153.58 | 12/31/13 1509 |
| 25109 | 12/18/13 | CED Consolidated Elec Dist, Inc. | 186.99 | 12/31/13 1509 |
| 25110 | 12/18/13 | CIARROCC BENITO & NICOLINA CIARROCCHI | 92.20 | 12/31/13 1509 |
| 25111 | 12/18/13 | CINTAS CINTAS FIRST AID & SAFETY | 52.56 | 12/31/13 1509 |
| 25112 | 12/18/13 | COMCAST COMCAST | 175.90 | 12/31/13 1509 |
| 25113 | 12/18/13 | COURIER COURIER POST - DAILY JOURNAL | 114.18 | 12/31/13 1509 |
| 25114 | 12/18/13 | CUMMINGS JAMES J. CUMMINGS, JR. | 46.10 | 12/31/13 1509 |
| 25115 | 12/18/13 | DAILYNEW DAILY NEWS | 187.20 | 12/31/13 1509 |
| 25116 | 12/18/13 | DELTA DELTA DENTAL OF NJ, INC. | 3,940.86 | 1509 |
| 25117 | 12/18/13 | EVT EXCEPTIONAL VINYL TOPS LLC | 275.00 | 12/31/13 1509 |
| 25118 | 12/18/13 | GDF SUEZ GDF SUEZ ENGY RESOURCE NA INC | 8,274.75 | 12/31/13 1509 |
| 25119 | 12/18/13 | GRAINGER GRAINGER | 158.45 | 12/31/13 1509 |
| 25120 | 12/18/13 | HESS HESS CORPORATION | 429.62 | 12/31/13 1509 |
| 25121 | 12/18/13 | INGRAM WILLIAM INGRAM | 46.10 | 12/31/13 1509 |
| 25122 | 12/18/13 | JAYSTIRE JAY'S TIRE SERVICE LLC | 40.00 | 12/31/13 1509 |
| 25123 | 12/18/13 | LUTHMAN DAVID A. LUTHMAN | 1,516.67 | 12/31/13 1509 |
| 25124 | 12/18/13 | MACANANY PATRICIA MACANANY | 308.05 | 12/31/13 1509 |
| 25125 | 12/18/13 | MAPLELEA MAPLE LEAF LAWCARE, INC. | 590.00 | 12/31/13 1509 |
| 25126 | 12/18/13 | MARTINEZ MARTINEZ AUTO PARTS, INC. | 91.59 | 12/31/13 1509 |
| 25127 | 12/18/13 | MM Municipal Maintenance Co. Inc. | 1,018.00 | 1509 |
| 25128 | 12/18/13 | MOORSTWN MOORESTOWN AUTO/BOAT UPHOLSTER | 350.00 | 12/31/13 1509 |
| 25129 | 12/18/13 | MOWER THE MOWER SHOP | 81.50 | 1509 |
| 25130 | 12/18/13 | MPWC MPWC | 1,140.00 | 1509 |
| 25131 | 12/18/13 | NJAWSTA NEW JERSEY AMERICAN WATER | 68.97 | 12/31/13 1509 |
| 25132 | 12/18/13 | OCC ONE CALL CONCEPTS, INC. | 223.44 | 12/31/13 1509 |
| 25133 | 12/18/13 | OPTICAL OPTICAL ROBOTICS, LLC | 1,334.29 | 1509 |
| 25134 | 12/18/13 | PBENNETT PAULINE BENNETT | 46.10 | 12/31/13 1509 |
| 25135 | 12/18/13 | PDOYLE PATRICK J. DOYLE | 46.10 | 1509 |
| 25136 | 12/18/13 | PITNEYME PITNEY BOWES GLOBAL FINANC SVC | 924.00 | 1509 |
| 25137 | 12/18/13 | PSEG PUBLIC SERVICE ELEC & GAS CO. | 4,338.32 | 1509 |
| 25138 | 12/18/13 | REMING REMINGTON VERNICK ARANGO ENGR | 380.00 | 12/31/13 1509 |
| 25139 | 12/18/13 | REPUBLIC REPUBLIC SERVICES OF NJ, LLC | 628.50 | 1509 |

| Check # | Check Date | Vendor | Amount Paid | Reconciled/Void | Ref Num |
|-----------|----------------|--|-------------|-----------------|---------|
| OPERATING | operating cash | Continued | | | |
| 25140 | 12/18/13 | SAR SAR AUTOMOTIVE EQUIPMENT | 17,184.00 | | 1509 |
| 25141 | 12/18/13 | SCHWER SCHWERING HARDWARE, INC. | 27.96 | 12/31/13 | 1509 |
| 25142 | 12/18/13 | SIEMENS SIEMENS WATER TECHNOLOGIES LLC | 1,526.00 | | 1509 |
| 25143 | 12/18/13 | TM T & M ASSOCIATES | 77.50 | 12/31/13 | 1509 |
| 25144 | 12/18/13 | UNUM UNUM LIFE INSUR CO OF AMERICA | 880.43 | | 1509 |
| 25145 | 12/18/13 | UNUMLIFE UNUM LIFE INSUR CO OF AMERICA | 360.53 | 12/31/13 | 1509 |
| 25146 | 12/18/13 | UPS UNITED PARCEL SERVICE | 283.19 | 12/31/13 | 1509 |
| 25147 | 12/18/13 | VAL VAL ASSOC. LABORATORY, INC. | 314.00 | 12/31/13 | 1509 |
| 25148 | 12/18/13 | VALLETT RICHARD B. VALLETT, JR. | 200.00 | | 1509 |
| 25149 | 12/18/13 | VANGUARD VANGUARD CLNG SYS OF SO. NJ | 225.00 | 12/31/13 | 1509 |
| 25150 | 12/18/13 | VERIZON VERIZON WIRELESS | 497.03 | 12/31/13 | 1509 |
| 25151 | 12/18/13 | VISION TOWNSHIP OF PENNSAUKEN | 2,082.78 | | 1509 |
| 25152 | 12/18/13 | WBMASON W.B. MASON CO., INC. | 279.98 | 12/31/13 | 1509 |
| 25153 | 12/18/13 | WESTMONT WESTMONT HARDWARE, INC. | 62.06 | 12/31/13 | 1509 |
| 25154 | 12/18/13 | WHARTON WHARTON HARDWARE & SPLY CORP | 59.04 | 12/31/13 | 1509 |
| 25155 | 12/31/13 | TWPENN TOWNSHIP OF PENNSAUKEN | 150,000.00 | | 1513 |

| Checking Account Totals | Paid | Void | Amount Paid | Amount Void |
|-------------------------|------|------|-------------|-------------|
| Checks: | 53 | 0 | 202,679.86 | 0.00 |
| Direct Deposit: | 0 | 0 | 0.00 | 0.00 |
| Total: | 53 | 0 | 202,679.86 | 0.00 |

| Report Totals | Paid | Void | Amount Paid | Amount Void |
|-----------------|------|------|-------------|-------------|
| Checks: | 58 | 0 | 343,564.98 | 0.00 |
| Direct Deposit: | 0 | 0 | 0.00 | 0.00 |
| Total: | 58 | 0 | 343,564.98 | 0.00 |

| Fund Description | Fund | Budget Total | Revenue Total |
|---------------------|------|-------------------|---------------|
| OPERATING FUND | 3-01 | 308,858.66 | 0.00 |
| OPERATING FUND | 4-01 | 34,706.32 | 0.00 |
| Total Of All Funds: | | <u>343,564.98</u> | <u>0.00</u> |

| Fund Description | Fund | Current | Prior Rcvd | Prior Open | Paid Prior | Fund Total |
|---------------------|------|-------------------|-------------|-------------|-------------|-------------------|
| OPERATING FUND | 3-01 | 308,858.66 | 0.00 | 0.00 | 0.00 | 308,858.66 |
| OPERATING FUND | 4-01 | 34,706.32 | 0.00 | 0.00 | 0.00 | 34,706.32 |
| Total of All Funds: | | <u>343,564.98</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>343,564.98</u> |

| | | | | | | | |
|----------------|---------------------|---------|--------|------|------|----------------|--------|
| Batch: DEBORAH | Updated Billings: | 1 Flat: | 25.00- | Exc: | 0.00 | Ref Num: | 2010 |
| | Updated Deductions: | 0 Flat: | 0.00 | Exc: | 0.00 | | |
| | Total Entries: | 1 Flat: | 25.00- | Exc: | 0.00 | Total Updated: | 25.00- |

| | Code | # Entries | Flat | Excess | Total |
|------------|------|-----------|--------|---------------------|---------------|
| Sewer Bill | NSF | 1 | 25.00- | 0.00 | 25.00- |
| | | | | Total Sewer: | 25.00- |
| Entries: | | <u>1</u> | | Total of All Codes: | <u>25.00-</u> |

Batch Id: DEBORAH

| Account Id | Service | Code | Type | Yr | Prd | Flat | Excess | Total | Descript | Prorate | Flag | Date | Seq |
|-------------------------|---------|------|------|----|-----|--------|--------|--------|----------------|---------|------|----------|-----|
| 90256001-2 | Sewer | NSF | B | 13 | 3 | 25.00- | 0.00 | 25.00- | REMOVE NSF FEE | N | | 12/05/13 | 1 |
| BENTLEY ASSISTED LIVING | | | | | | | | | | | | | |

December 6, 2013
02:27 PM

PENNSAUKEN SEWERAGE AUTHORITY
Utility Bill Adjustment Entry Totals for Batch: DEBORAH

Page No: 2

| | Code | # Entries | Flat | Excess | Total |
|-------------------|------|-----------|--------|--------|--------|
| Sewer Bill | S10 | 1 | 4.26- | 0.00 | 4.26- |
| Sewer Bill | S31 | 1 | 47.63- | 0.00 | 47.63- |
| Total Sewer Bill: | | | | | 51.89- |

December 6, 2013
02:27 PM

PENNSAUKEN SEWERAGE AUTHORITY
Utility Bill Adjustment Entry Verification Listing for Batch: DEBORAH

Page No: 1

Batch Id: DEBORAH

| Account Id | Service | Code | Type | Yr | Prd | Flat | Excess | Total | Descript | Prorate Flag | Date | Seq |
|--------------------|---------|------|------|----|-----|--------|--------|--------|----------------|--------------|----------|-----|
| 40001063-0 | Sewer | S10 | B | 13 | 3 | 4.26- | 0.00 | 4.26- | REMOVE PENALTY | N | 12/06/13 | 1 |
| CARBERRY, JOSEPH | | | | | | | | | | | | |
| 90303000-0 | Sewer | S31 | B | 13 | 3 | 47.63- | 0.00 | 47.63- | REMOVE PENALTY | N | 12/06/13 | 2 |
| LIBERTY LAUNDROMAT | | | | | | | | | | | | |

December 6, 2013
02:27 PM

PENNSAUKEN SEWERAGE AUTHORITY
Utility Bill Adjustment Batch Update Report

Page No: 1

| | | | | | | | |
|----------------|---------------------|---------|--------|------|------|----------------|--------|
| Batch: DEBORAH | Updated Billings: | 2 Flat: | 51.89- | Exc: | 0.00 | Ref Num: | 2011 |
| | Updated Deductions: | 0 Flat: | 0.00 | Exc: | 0.00 | | |
| | Total Entries: | 2 Flat: | 51.89- | Exc: | 0.00 | Total Updated: | 51.89- |

December 5, 2013
09:36 AM

PENNSAUKEN SEWERAGE AUTHORITY
Utility Balance Adjustment Batch Update Report

Page No: 1

Batch: DEBORAH Updated Entries: 1 Updated Principal: 0.00 Updated Penalty: 30.08- Ref Num: 9232

December 5, 2013
09:36 AM

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

Page No: 2

| Code Type Description | Count | Arrears/Other | Principal | | | Penalty | Total |
|--------------------------|----------|---------------|-------------|-------------|-------------|---------------|---------------|
| | | | 2012 | 2013 | Future | | |
| 403 Balance Adjustment | | | | | | | |
| Penalty Correction | <u>1</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>30.08-</u> | <u>30.08-</u> |
| Sewer Totals: | <u>1</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>30.08-</u> | <u>30.08-</u> |
| Grand Totals: | <u>1</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>30.08-</u> | <u>30.08-</u> |

December 5, 2013
09:36 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 |
|--------------------------------|---------|----------|-----------|--------------------|-----------|---------|--------|----------------|----------|-----|
| 90204023-0 PENN QUEEN DINER | Sewer | 403 | | 13 3 | 0.00 | 30.08- | 30.08- | remove penalty | 12/05/13 | 1 |
| | | | | Balance Adjustment | | | | | | |

December 5, 2013
11:47 AM

PENNSAUKEN SEWERAGE AUTHORITY
Utility Balance Adjustment Batch Update Report

Page No: 1

Batch: DEBORAH Updated Entries: 3 Updated Principal: 0.00 Updated Penalty: 4.08- Ref Num: 9238

December 5, 2013
11:47 AM

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

Page No: 2

| Code Type | Description | Count | Arrears/Other | Principal | | | Penalty | Total |
|-----------|--------------------|-------|---------------|-----------|------|--------|---------|-------|
| | | | | 2012 | 2013 | Future | | |
| 103 | Balance Adjustment | | | | | | | |
| | Penalty Correction | 3 | 0.00 | 0.00 | 0.00 | 0.00 | 4.08- | 4.08- |
| | Sewer Totals: | 3 | 0.00 | 0.00 | 0.00 | 0.00 | 4.08- | 4.08- |

December 5, 2013
11:47 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 | | | | | | | |
| 50217000-0 | Sewer | 103 | | 13 1 | 0.00 | 2.38- | 2.38- | REMOVE PENALTY | 12/05/13 | 1 |
| | | | | | Balance Adjustment | | | | | |
| 50217000-0 | Sewer | 103 | | 13 2 | 0.00 | 1.36- | 1.36- | REMOVE PENALTY | 12/05/13 | 2 |
| | | | | | Balance Adjustment | | | | | |
| 50217000-0 | Sewer | 103 | | 13 3 | 0.00 | 0.34- | 0.34- | REMOVE PENALTY | 12/05/13 | 3 |
| | | | | | Balance Adjustment | | | | | |

Batch: DEBORAH Updated Entries: 1 Updated Principal: 0.00 Updated Penalty: 29.91- Ref Num: 9239

| | | ----- Principal ----- | | | | | | |
|---------------|--------------------|-----------------------|---------------|-------------|-------------|-------------|---------------|---------------|
| Code Type | Description | Count | Arrears/Other | 2012 | 2013 | Future | Penalty | Total |
| 403 | Balance Adjustment | | | | | | | |
| | Penalty Correction | <u>1</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>29.91-</u> | <u>29.91-</u> |
| | Sewer Totals: | 1 | 0.00 | 0.00 | 0.00 | 0.00 | 29.91- | 29.91- |
| Grand Totals: | | <u>1</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>29.91-</u> | <u>29.91-</u> |

Batch Id: DEBORAH

| Account Id | Service | Adj Code | Bill Code | Yr Prd | Principal | Penalty | Total | Descript | Date | Seq |
|-------------------------|---------|----------|------------------|--------------------|-----------|---------|--------|----------------|----------|-----|
| | | | Transaction Type | | | | | | | |
| 90256001-2 | Sewer | 403 | | 13 3 | 0.00 | 29.91- | 29.91- | REMOVE PENALTY | 12/05/13 | 2 |
| BENTLEY ASSISTED LIVING | | | | Balance Adjustment | | | | | | |

| Code Type | Description | Count | Principal | | | | Penalty | Total |
|-----------|--------------------|-------|---------------|------|-------|--------|---------|-------|
| | | | Arrears/Other | 2012 | 2013 | Future | | |
| 103 | Balance Adjustment | | | | | | | |
| | Penalty Correction | 2 | 0.00 | 0.00 | 1.36- | 0.00 | 0.72- | 2.08- |
| | Sewer Totals: | 2 | 0.00 | 0.00 | 1.36- | 0.00 | 0.72- | 2.08- |
| | Grand Totals: | 2 | 0.00 | 0.00 | 1.36- | 0.00 | 0.72- | 2.08- |

Batch Id: DEBORAH

| Account Id | Service Name | Adj Code | Bill Code | Yr Prd | Principal | Penalty | Total | Descript | Date | Seq |
|------------|----------------------------|----------|------------------|--------|--------------------|---------|-------|------------------|----------|-----|
| | | | Transaction Type | | | | | | | |
| 60696001-0 | Sewer INSIDE-OUTSIDE PROPS | 103 | | 13 2 | 1.36- | 0.04- | 1.40- | REMOVING PENALTY | 12/06/13 | 1 |
| | | | | | Balance Adjustment | | | | | |
| 60696001-0 | Sewer INSIDE-OUTSIDE PROPS | 103 | | 13 3 | 0.00 | 0.68- | 0.68- | REMOVING PENALTY | 12/06/13 | 2 |
| | | | | | Balance Adjustment | | | | | |

Batch: DEBORAH Updated Entries: 2 Updated Principal: 1.36- Updated Penalty: 0.72- Ref Num: 9243

December 11, 2013
01:11 PM

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

Page No: 2

| Code | Type | Description | Count | Arrears/Other | Principal | | | Penalty | Total |
|---------------|--------------------|-------------|-------|---------------|-----------|------|--------|---------|-------|
| | | | | | 2012 | 2013 | Future | | |
| 103 | Balance Adjustment | | | | | | | | |
| | Penalty Correction | | 1 | 0.00 | 0.00 | 0.00 | 0.00 | 1.36- | 1.36- |
| | Sewer Totals: | | 1 | 0.00 | 0.00 | 0.00 | 0.00 | 1.36- | 1.36- |
| Grand Totals: | | | 1 | 0.00 | 0.00 | 0.00 | 0.00 | 1.36- | 1.36- |

December 11, 2013
01:11 PM

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 |
|---------------|---------|----------|--------------------|--------|-----------|---------|-------|----------------|----------|-----|
| Name | | | Transaction Type | | | | | | | |
| 40301006-0 | Sewer | 103 | | 13 3 | 0.00 | 1.36- | 1.36- | REMOVE PENALTY | 12/11/13 | 1 |
| JONES, LOUISE | | | Balance Adjustment | | | | | | | |

December 11, 2013
01:11 PM

PENNSAUKEN SEWERAGE AUTHORITY
Utility Balance Adjustment Batch Update Report

Page No: 1

Batch: DEBORAH Updated Entries: 1 Updated Principal: 0.00 Updated Penalty: 1.36- Ref Num: 9268

January 2, 2014
08:59 AM

PENNSAUKEN SEWERAGE AUTHORITY
Utility Balance Adjustment Batch Update Report

Page No: 1

Batch: DEBORAH Updated Entries: 1 Updated Principal: 0.68- Updated Penalty: 0.00 Ref Num: 9324

January 2, 2014
08:59 AM

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

Page No: 2

| Code Type Description | Count | Arrears/Other | Principal | | | Penalty | Total |
|--------------------------|----------|---------------|-------------|--------------|-------------|-------------|--------------|
| | | | 2012 | 2013 | Future | | |
| 103 Balance Adjustment | | | | | | | |
| Penalty Correction | <u>1</u> | <u>0.00</u> | <u>0.00</u> | <u>0.68-</u> | <u>0.00</u> | <u>0.00</u> | <u>0.68-</u> |
| Sewer Totals: | 1 | 0.00 | 0.00 | 0.68- | 0.00 | 0.00 | 0.68- |
| Grand Totals: | <u>1</u> | <u>0.00</u> | <u>0.00</u> | <u>0.68-</u> | <u>0.00</u> | <u>0.00</u> | <u>0.68-</u> |

January 2, 2014
08:59 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 |
|--------------------------------|---------|----------|-----------|--------------------|-----------|---------|-------|----------------|----------|-----|
| 20800000-0 EL KHYARI, MARIA | Sewer | 103 | | 13 4 | 0.68- | 0.00 | 0.68- | REMOVE PENALTY | 12/31/13 | 1 |
| | | | | Balance Adjustment | | | | | | |

2014

PENNSAUKEN SEWERAGE AUTHORITY

**AUTHORITY ADOPTED SEWER BUDGET
RESOLUTION**

FISCAL YEAR: FROM JANUARY 1, 2014 TO DECEMBER 31, 2014

WHEREAS, the Annual Budget and Capital Budget/Program for the Pennsauken Sewerage Authority for the fiscal year beginning January 1, 2014 and ending December 31, 2014, has been presented for adoption before the governing body of the Pennsauken Sewerage Authority at its open meeting of January 7, 2014; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$4,016,825, Total Appropriations, including any Accumulated Deficit, if any, of \$4,166,825 and Total Unrestricted Net Assets utilized of \$150,000; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$75,000 and Total Unrestricted Net Assets planned to be utilized as funding thereof, of \$75,000; and

NOW, THEREFORE BE IT RESOLVED, by governing body of the Pennsauken Sewerage Authority at an open public meeting held on January 7, 2014 that the Annual Budget and Capital Budget/Program of the Pennsauken Sewerage Authority for the fiscal year beginning January 1, 2014 and ending December 31, 2014 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.


 Bill Orth (Secretary)

January 7, 2014
 (Date)

| <u>Member</u> | <u>Recorded Vote</u> | | | | |
|----------------------|----------------------|------------|----------------|---------------|--|
| | <u>Aye</u> | <u>Nay</u> | <u>Abstain</u> | <u>Absent</u> | |
| Oren Lutz | x | | | | |
| Gregory E. Schofield | x | | | | |
| Dennis Archible | x | | | | |
| Timothy Ellis | x | | | | |
| James Pennestri | | | | x | |

ADOPTED: January 7, 2014

**RESOLUTION OF THE PENNSAUKEN SEWERAGE AUTHORITY
AUTHORIZING THE DISPOSAL OF THE FOLLOWING ASSETS**

WHEREAS, the Pennsauken Sewerage Authority having met in regular session on January 7, 2014; and


WHEREAS, Pennsauken Sewerage Authority has established a fixed asset account in the computer system; and

WHEREAS, some assets were in need of replacement or disposal; and

WHEREAS, these assets must be deleted from the fixed asset account,

NOW, THEREFORE, BE IT RESOLVED that upon approval of the Board the following items will hereby be removed from the fixed asset account as being disposed of:

| <u>ASSET #</u> | <u>DESCRIPTION</u> | <u>DISPOSAL</u> |
|----------------|---------------------------------|-----------------|
| 00162 | Magnetic Locator Metal Detector | Junked |
| 00428 | A/C Unit – Delair Station | Junked |



Bill Orth, Secretary

ROLLCALL:

Mr. Lutz – Yes

Mr. Schofield – Yes

Mr. Archible – Yes

Mr. Ellis – Yes

Mr. Pennestri – Absent

ADOPTED: January 7, 2014

1. Commercial monthly billing being prepared January 8, 2014.
2. Principal lend-a-hand balances as of December 31, 2013:
 - a. Madeline Rawle (deceased) - \$6,813.97
 - b. Dorothy Brittin - \$6,372.96
 - c. Dawn Peluso - \$1,461.40
 - d. Jacklyn Schonewolf - \$2,240.06
 - e. Robert Ingram - \$6,606.90
 - f. Karen Muse - \$837.19
 - g. Adria Cruz - \$2,422.76
 - h. Carmen Jimenez - \$1,920.90
 - i. Valerie Newman - \$5,653.91
3. Investments under Trustee Accounts:

\$175,000.00 CD @ First Colonial Bank .50% - Matures 12/24/14
\$174,013.97 CD @ Susquehanna Bank 2% - Matures 4/21/14
\$50,374.55 CD First Colonial Bank .75% - Matures 7/24/14
\$152,464.70 CD Susquehanna Bank .80% - Matures 8/03/14
\$9,577.67 Money Market
4. Financial Reports are attached.

Respectfully submitted,

Robin Fair

Robin Fair
Treasurer

PENNSAUKEN SEWERAGE AUTHORITY
REVENUES-JANUARY 1, 2013 - DECEMBER 31, 2013
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 | 2,200,000.00 | \$ 161,505.39 | \$ 2,204,256.42 | \$ 208.70 | \$ 2,304,080.66 |
| 4004 COMMERCIAL | 1,105,000.00 | \$ 46,541.49 | \$ 1,173,904.61 | \$ 24,335.52 | \$ 1,087,799.42 |
| 4005 PENALTY | 30,000.00 | \$ 3,490.93 | \$ 36,774.08 | \$ 3,553.34 | \$ 37,708.69 |
| 4002 MERCH | 178,000.00 | \$ 92,869.74 | \$ 189,240.73 | \$ 92,869.74 | \$ 189,240.73 |
| 4003 C/H | 25,000.00 | | \$ 27,571.88 | | \$ 27,571.88 |
| 4012 OTHER INCOME | 5,000.00 | | \$ 225.00 | | \$ 225.00 |
| 4013 INVEST INT | 3,000.00 | \$ 34.52 | \$ 307.09 | | \$ 307.09 |
| 4014 TRUSTEE INT | 15,000.00 | \$ 379.60 | \$ 5,690.89 | | \$ 9,704.86 |
| 4016 PERMITS (RES) | 15,000.00 | \$ 100.00 | \$ 5,556.72 | | \$ 5,556.72 |
| 4019 PERMITS (COMM) | 50,000.00 | | \$ 600.00 | | \$ 600.00 |
| 4021-PERMITS (MERCH) | 1,000.00 | | \$ - | | \$ - |
| 4020-JIF INS PREMIUM | 10,000.00 | \$11,812.86 | \$ 11,812.86 | | \$ 11,812.86 |
| 4017-18- FILING-INSP. | \$1,000.00 | | \$ 135.00 | | \$ 135.00 |
| 4050 INT./NOTES PAY. | 1,000.00 | 26.11 | \$ 242.94 | | \$ 242.94 |
| Anticipated Balance | 193,368.00 | | | | |
| TOTALS | 3,832,368.00 | 316,760.64 | 3,656,318.22 | 120,967.30 | 3,674,985.85 |
| | | | | | |
| | <u>BUDGET</u> | <u>MTD</u> | <u>YTD</u> | <u>REMARKS</u> | |
| ASSETS | \$ 215,000.00 | \$ - | \$ 69,609.87 | | |
| CONSTRUCTION IN PROGRESS | | | 0 | 109464.38 | |
| CAPITAL BUDGET | \$ 215,000.00 | \$ - | \$ 179,074.25 | | |

| <u>CASH BALANCES</u> | <u>AMOUNT</u> |
|----------------------|---------------|
| GENERAL CHECKING | \$44,775.32 |
| PAYROLL | \$6,477.85 |
| REVENUE | \$ - |
| DEBT. SERVICE | \$ - |
| DEBT. SERV. RESERVE | \$ 53,185.44 |
| R & R | \$ 250,239.28 |
| GENERAL | \$ 258,006.17 |

PENNSAUKEN SEWERAGE AUTHORITY
Statement of Revenue and Expenditures

Revenue Account Range: 3-01-00-410-000 to 3-01-00-430-001 Include Non-Anticipated: Yes Year To Date As Of: 12/31/13
 Budget Account Range: 3-01-01-510-500 to 3-01-03-600-002 Include Non-Budget: Yes Current Period: 12/01/13 to 12/31/13
 Skip Zero YTD Activity: No Prior year: 12/01/12 to 12/31/12

| Revenue Account | Description | Prior Yr Rev | Anticipated | Current Rev | YTD Revenue | Cancel | Excess/deficit | % Real |
|-----------------|----------------------------------|--------------|--------------|-------------|--------------|--------|----------------|--------|
| 3-01-00-410-001 | Residential | 1,080.17 | 2,200,000.00 | 208.70 | 2,304,080.66 | 0.00 | 104,080.66 | 105 |
| 3-01-00-410-002 | Merchantville | 87,184.25 | 178,000.00 | 92,869.74 | 189,240.73 | 0.00 | 11,240.73 | 106 |
| 3-01-00-410-003 | Cherry Hill | 0.00 | 25,000.00 | 0.00 | 27,571.88 | 0.00 | 2,571.88 | 110 |
| 3-01-00-410-004 | Commercial | 8,631.45 | 1,105,000.00 | 24,335.52 | 1,087,799.42 | 0.00 | 17,200.58 | 98 |
| 3-01-00-410-005 | A/R Penalty | 4,029.34 | 30,000.00 | 3,553.34 | 37,708.69 | 0.00 | 7,708.69 | 126 |
| 3-01-00-415-001 | Permits - Residential | 0.00 | 15,000.00 | 100.00 | 5,556.72 | 0.00 | 9,443.28 | 37 |
| 3-01-00-415-002 | Permits - Commercial | 0.00 | 50,000.00 | 0.00 | 600.00 | 0.00 | 49,400.00 | 1 |
| 3-01-00-415-003 | Permits - Merchantville | 0.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0 |
| 3-01-00-420-001 | Other Income | 26.00 | 5,000.00 | 0.00 | 225.00 | 0.00 | 4,775.00 | 4 |
| 3-01-00-420-002 | Application and Inspection Feed | 15.00 | 1,000.00 | 0.00 | 135.00 | 0.00 | 865.00 | 14 |
| 3-01-00-420-004 | JTF Insurance Premium Refund | 12,242.13 | 10,000.00 | 11,812.86 | 11,812.86 | 0.00 | 1,812.86 | 118 |
| 3-01-00-420-005 | Int on Lend-a-Hand Accounts | 9.46 | 1,000.00 | 26.11 | 242.94 | 0.00 | 757.06 | 24 |
| 3-01-00-425-001 | Interest from Operating Fund | 26.04 | 3,000.00 | 34.52 | 307.09 | 0.00 | 2,692.91 | 10 |
| 3-01-00-425-002 | Interest from Trustee Accounts | 0.00 | 15,000.00 | 379.60 | 9,704.86 | 0.00 | 5,295.14 | 65 |
| 3-01-00-430-001 | Anticipated Fund Balance | 0.00 | 193,368.00 | 0.00 | 0.00 | 0.00 | 193,368.00 | 0 |
| | OPERATING REVENUES Revenue Total | 95,980.94 | 3,832,368.00 | 133,320.39 | 3,674,985.85 | 0.00 | 157,382.15 | 96 |

| Budget Account | Description | Prior Yr Expd | Budgeted | Current Expd | YTD Expended | Cancel | Balance | % Expd |
|-----------------|--------------------------------|---------------|------------|--------------|--------------|--------|----------|--------|
| 3-01-01-510-500 | ADMINISTRATION SALARIES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 3-01-01-510-501 | ADMIN PSA Management | 23,785.85 | 233,000.00 | 24,225.85 | 230,837.85 | 0.00 | 2,162.15 | 99 |
| 3-01-01-510-502 | ADMIN Office Staff | 22,080.01 | 241,000.00 | 22,713.50 | 233,636.28 | 0.00 | 7,363.72 | 97 |
| 3-01-01-510-503 | ADMIN: Commissioners | 1,250.00 | 15,000.00 | 1,250.00 | 14,500.00 | 0.00 | 500.00 | 97 |
| 3-01-01-510-504 | ADMIN: Legal Salary | 1,516.63 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 3-01-01-510-600 | ADMINISTRATION FRINGE BENEFITS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 3-01-01-510-601 | ADMIN: PERS/Employers Liabil | 0.00 | 85,500.00 | 105.41 | 84,817.51 | 0.00 | 682.49 | 99 |
| 3-01-01-510-602 | ADMIN: Social Security | 2,777.44 | 39,500.00 | 2,841.04 | 38,441.73 | 0.00 | 1,058.27 | 97 |
| 3-01-01-510-603 | ADMIN: Unemp./disabili | 26.44 | 4,500.00 | 34.68 | 4,303.69 | 0.00 | 196.31 | 96 |
| 3-01-01-510-604 | ADMIN: Hospital Benefits | 354.15 | 85,000.00 | 400.25 | 84,184.24 | 0.00 | 815.76 | 99 |
| 3-01-01-510-605 | ADMIN: vision, Dental & Rx | 1,146.11 | 42,500.00 | 700.92 | 40,281.31 | 0.00 | 2,218.69 | 95 |
| 3-01-01-510-607 | ADMIN: Sick/Vac Payback | 0.00 | 58,500.00 | 0.00 | 58,464.23 | 0.00 | 35.77 | 100 |
| 3-01-01-510-700 | ADMINISTRATION OTHER EXPENSES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 3-01-01-510-721 | ADMIN: Legal Fees | 0.00 | 18,500.00 | 1,516.67 | 18,200.04 | 0.00 | 299.96 | 98 |
| 3-01-01-510-722 | ADMIN: Audit | 0.00 | 31,000.00 | 0.00 | 31,000.00 | 0.00 | 0.00 | 100 |
| 3-01-01-510-723 | ADMIN: Other Professional Fees | 2,193.00 | 9,000.00 | 200.00 | 4,512.00 | 0.00 | 4,488.00 | 50 |

| Budget Account | Description | Prior Yr Expd | Budgeted | Current Expd | YTD Expended | Cancel | Balance | % Expd |
|-----------------|----------------------------------|---------------|------------|--------------|--------------|--------|-----------|--------|
| 3-01-01-510-736 | ADMIN: Public Officials Liab. | 0.00 | 6,100.00 | 0.00 | 6,078.14 | 0.00 | 21.86 | 100 |
| 3-01-01-510-750 | ADMIN: Office Supplies & Expense | 1,363.85 | 9,000.00 | 360.95 | 7,766.75 | 0.00 | 1,233.25 | 86 |
| 3-01-01-510-751 | ADMIN: Postage | 0.00 | 12,000.00 | 0.00 | 9,844.41 | 0.00 | 2,155.59 | 82 |
| 3-01-01-510-752 | ADMIN: Advertising & Printing | 581.47 | 9,500.00 | 49.83 | 8,271.46 | 0.00 | 1,228.54 | 87 |
| 3-01-01-510-753 | ADMIN: Telephone | 3,289.04 | 19,000.00 | 1,045.66 | 16,049.81 | 0.00 | 2,950.19 | 84 |
| 3-01-01-510-754 | ADMIN: Miscellaneous Exp | 489.08 | 3,000.00 | 289.00 | 1,234.70 | 0.00 | 1,765.30 | 41 |
| 3-01-01-510-755 | ADMIN: Service Contracts | 354.44 | 10,000.00 | 153.58 | 9,919.58 | 0.00 | 80.42 | 99 |
| 3-01-01-510-756 | ADMIN: Equipment Rental | 924.00 | 4,000.00 | 924.00 | 3,696.00 | 0.00 | 304.00 | 92 |
| 3-01-01-510-757 | ADMIN: Building Utilities | 2,862.82 | 27,000.00 | 1,920.53 | 21,368.26 | 0.00 | 5,631.74 | 79 |
| 3-01-01-510-758 | ADMIN: Building Exp. & Repairs | 2,871.94 | 13,000.00 | 315.36 | 11,107.20 | 0.00 | 1,892.80 | 85 |
| 3-01-01-510-759 | ADMIN: Financial Exp | 0.00 | 4,200.00 | 0.00 | 4,081.44 | 0.00 | 118.56 | 97 |
| 3-01-01-510-762 | ADMIN: Bad Debt Exp | 0.00 | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0 |
| 3-01-01-510-762 | ADMIN: Education/Dues | 187.20 | 5,000.00 | 677.20 | 4,181.27 | 0.00 | 818.73 | 84 |
| 3-01-01-510-763 | ADMIN: Civic Involvement | 0.00 | 182,500.00 | 150,000.00 | 182,500.00 | 0.00 | 0.00 | 100 |
| 3-01-02-520-500 | COST OF SERVICE SALARIES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 3-01-02-520-505 | O&M: Union Salaries | 84,535.47 | 905,000.00 | 85,854.19 | 894,125.30 | 0.00 | 10,874.70 | 99 |
| 3-01-02-520-506 | O&M: Management Salaries | 17,632.28 | 255,000.00 | 25,035.07 | 251,373.47 | 0.00 | 3,626.53 | 99 |
| 3-01-02-520-600 | COST OF SERVICE FRINGE BENEFIT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 3-01-02-520-601 | O&M: PERS | 0.00 | 84,700.00 | 0.00 | 84,663.50 | 0.00 | 36.50 | 100 |
| 3-01-02-520-602 | O&M: Social Security | 9,620.94 | 94,000.00 | 9,240.40 | 92,102.02 | 0.00 | 1,897.98 | 98 |
| 3-01-02-520-603 | O&M: Unemployment & Disability | 203.19 | 5,200.00 | 20.00 | 4,634.48 | 0.00 | 565.52 | 89 |
| 3-01-02-520-604 | O&M: Hospitalization Benefits | 184.40 | 278,000.00 | 184.40 | 273,317.20 | 0.00 | 4,682.80 | 98 |
| 3-01-02-520-605 | O&M: Vision, Dental & Rx | 3,177.97 | 112,000.00 | 1,318.14 | 106,264.17 | 0.00 | 5,735.83 | 95 |
| 3-01-02-520-607 | O&M: Sick/vac Payback | 1,770.00 | 77,000.00 | 6,652.40 | 74,594.41 | 0.00 | 2,405.59 | 97 |
| 3-01-02-520-608 | O&M: Uniform Exp. | 0.00 | 8,000.00 | 0.00 | 7,422.43 | 0.00 | 577.57 | 93 |
| 3-01-02-520-700 | COST OF SERVICE OTHER EXPENSES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 3-01-02-520-711 | O&M: Engineer Fees | 9,938.50 | 25,000.00 | 2,492.87 | 18,095.73 | 0.00 | 6,904.27 | 72 |
| 3-01-02-520-731 | O&M: General Liability/Auto Ins | 0.00 | 26,000.00 | 0.00 | 25,930.87 | 0.00 | 69.13 | 100 |
| 3-01-02-520-732 | O&M: Worker's Comp Insurance | 0.00 | 48,900.00 | 0.00 | 48,844.04 | 0.00 | 55.96 | 100 |
| 3-01-02-520-733 | O&M: Property | 0.00 | 31,100.00 | 0.00 | 31,032.38 | 0.00 | 67.62 | 100 |
| 3-01-02-520-735 | O&M: Fund Expense (JIF) | 0.00 | 4,600.00 | 0.00 | 4,543.50 | 0.00 | 56.50 | 99 |
| 3-01-02-520-741 | O&M: Uninsured Liabilities | 0.00 | 3,900.00 | 0.00 | 3,73.43 | 0.00 | 3,526.57 | 10 |
| 3-01-02-520-755 | O&M: Service Contracts | 1,526.00 | 28,000.00 | 2,154.00 | 25,169.40 | 0.00 | 2,830.60 | 90 |
| 3-01-02-520-764 | O&M: Station Utilities | 41,029.08 | 206,000.00 | 12,803.40 | 182,590.11 | 0.00 | 23,409.89 | 89 |
| 3-01-02-520-765 | O&M: Trash Removal | 1,232.49 | 11,000.00 | 628.50 | 9,246.13 | 0.00 | 1,753.87 | 84 |
| 3-01-02-520-766 | O&M: Oper & Maint Expense | 2,839.35 | 90,000.00 | 6,176.94 | 77,594.78 | 0.00 | 12,405.22 | 86 |
| 3-01-02-520-767 | O&M: Safety Expense | 132.40 | 3,400.00 | 52.56 | 2,958.58 | 0.00 | 441.42 | 87 |
| 3-01-02-520-768 | O&M: Landscaping | 0.00 | 10,500.00 | 590.00 | 10,627.55 | 0.00 | 127.55 | 101 |
| 3-01-02-520-769 | O&M: Vehicle & Repair Exp | 8,837.76 | 30,000.00 | 851.03 | 25,844.15 | 0.00 | 4,155.85 | 86 |
| 3-01-02-520-770 | O&M: Fuel/Tolls/mileage Exp | 10,103.51 | 43,900.00 | 0.00 | 30,229.01 | 0.00 | 13,670.99 | 69 |

| Budget Account | Description | Prior Yr Expd | Budgeted | Current Expd | YTD Expended | Cancel | Balance | % Expd |
|-----------------|------------------------------------|-------------------|---------------------|-------------------|---------------------|-------------|-------------------|-----------|
| 3-01-02-520-771 | DO NOT USE THIS ACCT | 8,334.76 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 3-01-02-520-772 | O&M: Emergency Repairs | 41,058.00 | 258,000.00 | 17,184.00 | 240,524.50 | 0.00 | 17,475.50 | 93 |
| 3-01-02-520-773 | O&M: Emergency Station Repairs | 99,177.58 | 120,000.00 | 29,541.53 | 115,921.04 | 0.00 | 4,078.96 | 97 |
| 3-01-02-520-774 | O&M: Chemicals | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 3-01-02-520-775 | O&M Permits & Licensing | 0.00 | 900.00 | 50.00 | 450.00 | 0.00 | 450.00 | 50 |
| 3-01-03-600-001 | Bond Debt (Principal) | 0.00 | 45,543.00 | 0.00 | 45,542.36 | 0.00 | 0.64 | 100 |
| 3-01-03-600-002 | Bond Debt (Interest) | 0.00 | 8,925.00 | 0.00 | 8,925.00 | 0.00 | 0.00 | 100 |
| | OPERATING FUND Expend Total | 403,661.51 | 3,982,368.00 | 410,553.86 | 3,822,217.44 | 0.00 | 160,150.56 | 95 |

| Fund | Description | Prior Revenue | Curr Revenue | YTD Revenue | Prior Expended | Curr Expended | YTD Expended | Total Available Revenues |
|------|----------------|---------------|--------------|--------------|----------------|---------------|--------------|--------------------------|
| 3-01 | OPERATING FUND | 95,980.94 | 133,320.39 | 3,674,985.85 | 403,661.51 | 410,553.86 | 3,822,217.44 | 147,231.59- |

Superintendent's Report

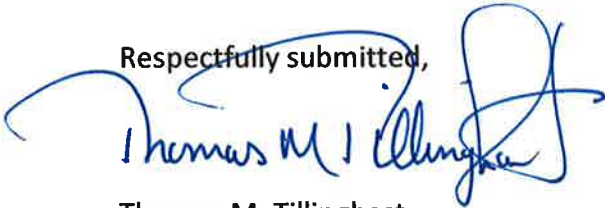
Meeting of January 7, 2014

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

In regular and preventative maintenance we flushed 47,042 feet of line. 905 feet was root cut and 3,754 feet was inspected using our CCTV equipment. We responded to 32 calls for service. The call breakdown is as follows:

| | |
|-------------------------|----|
| Main Line stoppages: | 3 |
| Vent stoppages: | 19 |
| Station alarms: | 3 |
| Miscellaneous services: | 7 |

Respectfully submitted,



Thomas M. Tillinghast
Superintendent

REMINGTON & VERNICK ENGINEERS AND AFFILIATES

EDWARD VERNICK, PE, CME, President
CRAIG F. REMINGTON, PLS, PP, Vice President

EXECUTIVE VICE PRESIDENTS
Michael D. Vena, PE, PP, CME (deceased 2006)
Edward J. Walberg, PE, PP, CME
Thomas F. Beach, PE, CME
Richard G. Arango, PE, CME

DIRECTOR OF OPERATIONS
CORPORATE SECRETARY
Bradley A. Blubaugh, BA, MPA

SENIOR ASSOCIATES
John J. Cantwell, PE, PP, CME
Alan Dittenhofer, PE, PP, CME
Frank J. Seney, Jr., PE, PP, CME
Terence Vogt, PE, PP, CME
Dennis K. Yoder, PE, PP, CME, LEED
Charles E. Adamson, PLS, AET
Kim Wendell Bibbs, PE, CME
Marc DeBiaslo, PE, PP, CME
Leonard A. Falola, PE, CME
Christopher J. Fazlo, PE, CME
Kenneth C. Ressler, PE, CME
Gregory J. Sullivan, PE, PP, CME
Richard B. Czekanski, PE, CME, BCEE

Remington & Vernick Engineers
232 Kings Highway East
Haddonfield, NJ 08033
(856) 795-9695
(856) 795-1882 (fax)

Remington, Vernick
& Vena Engineers
9 Allen Street
Toms River, NJ 08753
(732) 286-9220
(732) 505-8416 (fax)

3 Jocama Boulevard, Suite 300-400
Old Bridge, NJ 08857
(732) 955-8000
(732) 591-2815 (fax)

Remington, Vernick
& Walberg Engineers
845 North Main Street
Pleasantville, NJ 08232
(609) 645-7110
(609) 645-7076 (fax)

4907 New Jersey Avenue
Wildwood City, NJ 08260
(609) 522-5160
(609) 522-5313 (fax)

Remington, Vernick
& Beach Engineers
922 Fayette Street
Conshohocken, PA 19428
(610) 940-1050
(610) 940-1161 (fax)

1000 Church Hill Road, Suite 220
Pittsburgh, PA 15205
(412) 263-2200
(412) 263-2210 (fax)

Univ. Office Plaza, Bellevue Building
262 Chapman Road, Suite 105
Newark, DE 19702
(302) 266-0212
(302) 266-6208 (fax)

Remington, Vernick
& Arango Engineers
The Presidential Center
Lincoln Building, Suite 600
101 Route 130
Cinnaminson, NJ 08077
(856) 303-1245
(856) 303-1249 (fax)

300 Penhorn Avenue, 3rd Floor
Secaucus, NJ 07094
(201) 624-2137
(201) 624-2136 (fax)

January 2, 2014

Mr. William Orth, Executive Director
Pennsauken Sewerage Authority
1250 John Tipton Blvd.
Pennsauken, NJ 08109

RE: Monthly Activity Report

Dear Bill:

The following is a status report of activities since the last Authority meeting.

1. ACTION ITEMS :

Authorization for RVE to advertise annual maintenance contracts for bid

2. ENGINEERING IN PROGRESS :

Frosthoffer Avenue Sewer Main - RVE has prepared drawings and specifications to eliminate a hydraulic restriction in the sewer mains conveying wastewater to the pump station. A budget estimate has been presented. The project is anticipated to be advertised with construction scheduled to commence in the Spring of 2014.

3. CONSTRUCTION IN PROGRESS : None

Very truly yours,

REMINGTON & VERNICK ENGINEERS

By 

Dennis K. Yoder, P.E., P.P., C.M.E.

t:\water\facilities\0601\ij camden\0427 pennsauken sewerage authority\meeting reports\2014\psa 1401.docx

January 7, 2014

VIA Email and Regular Mail

Mr. William F. Orth, Executive Director
Pennsauken Sewerage Authority
1250 John Tipton Blvd.
Pennsauken, NJ 08110

Re: Activity Report for January 7, 2014 Meeting

Dear Mr. Orth:

The following constitutes T&M's Activity Report for the Pennsauken Sewerage Authority's January 7, 2014 meeting:

Sulfide Investigation

Monthly sampling and sulfide testing has been ongoing at several location within the PSA services area since January of 2011.

More recently, the focus of the study moved to the odor issues at the High Street Pump Station. T&M contacted the odor control system manufacturer who recommended a change to the carbon filter media in the unit. T&M provided the PSA with contact information for the purchase of new carbon filter media and filter media testing.

If the PSA wishes to further investigate odor issues, we recommend a review of the construction plans for the pump station in conjunction with the odor control system design guidelines to determine if the system is sized properly for the current use. To complete this task, the PSA would need to provide T&M with a copy of the construction plans for the pump station and odor control system.

During the summer of 2013, even with the hot weather that is normally associated with high sulfide levels, the PSA has received good results from the monthly sulfide testing. There have been no sulfide issues or complaints received.

System Flooding

T&M met with Thom Tillinghast of the PSA to look at areas of sanitary sewer system flooding at the intersection of Magnolia and Florida. T&M provided a proposal to the PSA for monitoring of system testing to be performed by the PSA and system improvement design.



Mr. William F. Orth, Executive Director
Re: Activity Report for January 7, 2014 Meeting

January 7, 2014
Page 2

The initial investigation requires dry weather system testing to be performed by the PSA. Once the test results are received, T&M will require authorization to proceed with services included in our pending proposal submitted on October 3, 2011.

Upon receipt of authorization, we can proceed immediately.

System Improvements 48th Street and Route 130

T&M met with Thomas Tillinghast to discuss proposed system improvements near the intersection of 48th Street and Route 130. T&M prepared a proposal for professional services and construction cost estimate for the project.

To date we have not received authorization and await further direction.

Treatment Works Approval Review – Riverfront Village at Pennsauken

T&M received for review, an application for Treatment Works Approval (TWA) for the proposed Riverfront Village development located at the intersection of 47th Street and River Road. T&M has reviewed the application and found it be compliance with technical and administrative requirements of a TWA Application. T&M issued a letter recommending approval of the application on December 11, 2013.

Should you have any questions, please contact me.

Very truly yours,

T&M ASSOCIATES

A handwritten signature in black ink, appearing to read 'Jeffrey B. Winegar'. The signature is fluid and cursive, with a large loop at the end.

Jeffrey B. Winegar, P.E.
Group Manager

Cc: Edwin J. Steck, P.E.

The Chairman asked the Commissioners for any reports.

Mr. Lutz – No Report
Mr. Schofield – No Report
Mr. Archible – No Report
Mr. Ellis – No Report
Mr. Pennestri - Absent

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

Mr. Luthman had no report.

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

Mr. Orth reported that Donna Roswell is not doing well at all. She is presently in a care facility. We just don't know right now how she will do and how that will affect the office. An email will go out to the Commissioners with that address so anyone can send a card.

He also stated that there were no matters of personnel or litigation for closed session.

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

Respectfully submitted,



Bill Orth, Secretary