

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. Roy Bundy
Mr. James Pennestri

Also present were:

Mr. Bill Orth, Executive Director
Mr. Thomas M. Tillinghast, Superintendent
Mr. Marco DiBattista, Supervisor
Mr. David Luthman, Solicitor
Mr. Dennis Yoder, P.E.

Absent was:

Ms. Robin Fair, Treasurer

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

Mr. Luthman presented Pennsauken Township Resolution No. 2013-52 appointing Dennis Archible to a five year term as PSA Commissioner commencing January 1, 2013 and ending December 31, 2017. The Oath of Office was administered and the document signed.

Mr. Luthman presented Resolution 13-01 Nominations for the office of Chairman.

Mr. Schofield moved for adoption of Resolution 13-01 with the name of Oren Lutz as Chairman, seconded by Mr. Bundy. On roll call all Commissioners voted yes and the motion carried.

See Resolution No. 13-01

Mr. Lutz presented Resolution 13-02, Nominations for the office of Vice-Chairman.

Mr. Pennestri moved for adoption of Resolution No. 13-02 with the name of Gregory Schofield, seconded by Mr. Pennestri. All Commissioners voted yes on roll call to carry the motion.

See Resolution No. 13-02

RESOLUTION NO. 2013:52

**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, 2013** and expiring **December 31, 2017**.

DENNIS ARCHIBLE

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 Dennis Archible.

ADOPTED by the Mayor and Township Committee of the Township of Pennsauken at the Reorganization Meeting held on January 3, 2013.



Gene Padalino
Township Clerk

ADOPTED: January 3, 2013

**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, 2013 or until his successor is elected.



Bill Orth, Secretary

ROLLCALL:

Mr. Lutz – Yes
Mr. Schofield – Yes
Mr. Archible – Yes
Mr. Bundy – Yes
Mr. Pennestri – Yes

ADOPTED: January 8, 2013

**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, 2013 or until his successor is elected.


Bill Orth, Secretary

ROLLCALL:

Mr. Lutz – Yes
Mr. Schofield – Yes
Mr. Archible – Yes
Mr. Bundy – Yes
Mr. Pennestri – Yes

ADOPTED: January 8, 2013

Mr. Lutz and Mr. Schofield signed their Oaths of Office. Mr. Luthman administered the oath of office to both Chairman Lutz and Vice-Chairman Schofield.

Resolution No. 13-03 was presented by the Chairman, Affixing Management Salaries for fiscal year 2013.

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

See Resolution No. 13-03

Resolution No. 13-04 Appointment of Marco DiBattista as a Supervisor and approval of Contract.

A motion was made by Mr. Schofield to approve this appointment and contract. Mr. Bundy seconded the motion. All Commissioners voted yes on roll call.

See Resolution No. 13-04

The Chairman presented this next group of appointments and designations for F/Y 2013 from Resolution 13-05 to and including Resolution 13-15.

Resolution No. 13-05 Appointment of David A. Luthman, Esq. as the Solicitor.

Resolution No. 13-06 Appointment of Engineers with the names of Remington & Vernick and T & M Associates, Inc. as Engineers.

Resolution No. 13-07 Appointment of Bowman & Company as the Auditors.

Resolution No. 13-08 Appointment of Connor Strong Companies, Inc. as Insurance Broker/Risk Manager.

Resolution No. 13-09 Appointments of Bill Orth as Fund Commissioner & Thomas M. Tillinghast as an Alternate.

Resolution No. 13-10 Cash Management Plan – Designation of Depository as Susquehanna Bank.

Resolution No. 13-11 Designations of Official Newspapers as the Courier Post, All Around Pennsauken, the Burlington County Times and the Philadelphia Inquirer.

Resolution No. 13-12 Bond of Treasurer.

Resolution No. 13-13 Surety Bond for Employees.

Resolution No. 13-14 Approval of Surplus Asset Disposal List.

Resolution No. 13-15 Appointment of Parker McCay as Bond Counsel.

**RESOLUTION OF THE PENNSAUKEN SEWERAGE AUTHORITY
AFFIXING SALARIES FOR MANAGEMENT EMPLOYEES
FOR FISCAL YEAR ENDING DECEMBER 31, 2013**

WHEREAS, the Pennsauken Sewerage Authority has met in a duly advertised and convened meeting for the purpose of reorganization on January 8, 2013, and;

WHEREAS, the Authority employs and continues to wish to employ certain management personnel who are and shall continue to be full time employees of the Pennsauken Sewerage Authority, responsible for the day to day operations of the Authority's business, and;

WHEREAS, the Authority wishes to fix the salaries to be paid to such management employees for the fiscal year commencing January 1, 2013 and ending December 31, 2013, and;

WHEREAS, those persons employed as Executive Director, Treasurer/Office Manager, Superintendent and Maintenance 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 in the following amounts for the term set forth above:

Executive Director	\$134,680.00
Treasurer/Office Manager	\$ 93,912.00
Superintendent	\$ 93,912.00
Maintenance Supervisor	\$ 83,096.00



Bill Orth, Secretary

ROLLCALL:

Mr. Lutz – Yes
Mr. Schofield – Yes
Mr. Archible – Yes
Mr. Bundy – Yes
Mr. Pennestri – Yes

ADOPTED: January 8, 2013

**RESOLUTION OF THE PENNSAUKEN SEWERAGE AUTHORITY
APPOINTING A SUPERVISOR AND APPROVAL OF CONTRACT**

WHEREAS, the Pennsauken Sewerage Authority having met for the purpose of reorganization on January 8, 2013; and

WHEREAS, the Pennsauken Sewerage Authority is authorized to employ such person(s) as it may deem necessary and advisable for the proper operation of the Authority's business; and

WHEREAS, the Authority finds it necessary and advisable to employ a Supervisor responsible for the day to day operations of the Authority's operations and maintenance personnel;

NOW, THEREFORE, BE IT RESOLVED as follows:

1. Marco DiBattista is hereby appointed Supervisor of the Pennsauken Sewerage Authority for a term of January 1, 2013 thru December 31, 2014 for which he shall receive compensation in the sum of Seventy Five Thousand Dollars (\$75,000.00).
2. The Supervisor shall enter a contract with the Pennsauken Sewerage Authority which contract is approved and attached hereto. 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 – Yes

Mr. Archible – Yes

Mr. Bundy – Yes

Mr. Pennestri – Yes

ADOPTED: January 8, 2013

CONTRACT OF EMPLOYMENT

THIS IS AN AGREEMENT between the **PENNSAUKEN SEWERAGE AUTHORITY** (hereinafter referred to as "Authority") and **MARCO DIBATTISTA** (hereinafter referred to as the 'Supervisor').

1. The Authority desires to employ a Supervisor and to set forth more fully and completely within this Agreement the duties and responsibilities of the Supervisor and the consideration afforded the Supervisor for the faithful performance of those duties. The Supervisor is responsible, under the direction of the Superintendent of the Authority, to supervise the day-to-day operations of the Authority. The Supervisor shall perform all duties as assigned by the Superintendent, the Executive Director, and/or as directed by the Commissioners of the Authority, including but limited to the following:

(A) The Supervisor shall supervise all employees to insure that all work is done in accordance with the policies and procedures of the Authority.

(B) In the absence of the Superintendent and the Maintenance Supervisor, the Supervisor shall assume the responsibility for all day-to-day operations and accordingly is subject to recall to the Authority's office or to any job site at any time as needed.

(C) The Supervisor shall perform all other duties as may be assigned by the Executive Director, the Superintendent, the Maintenance Supervisor, and/or the Commissioners of the Authority from time to time.

2. The Authority agrees to employ the Supervisor for a term of two (2) years commencing January 1, 2013, and ending December 31, 2014. In consideration thereof, the Supervisor agrees that he shall use his best efforts to perform those duties set forth above and such other duties as may be assigned to him. During the term of this Agreement, the Supervisor

shall be exclusively employed by the Authority except as otherwise expressly permitted by the Authority. The Supervisor shall perform his duties during such times as shall be set and designated by the Authority.

3. In consideration for the faithful performance of his duties, the Supervisor shall be entitled to an annual salary of Seventy Five Thousand (\$75,000.00) to be paid in fifty-two (52) equal weekly installments. On the anniversary date of this contract, the Supervisor may request that the Commissioners re-open negotiation of salary and the right to renegotiate shall be determined by a majority vote of the Commissioners.

4. The Supervisor shall be entitled to all benefits presently provided to the Administrative Staff of the Authority, including contributions to New Jersey Public Employees Retirement System, major medical and hospitalization insurance coverage, as well as dental, vision, and prescription insurance coverage. During the term of his employment, the Supervisor shall receive the current plan for the insurance coverage specified herein or its equivalent.

5. In the event that the Supervisor retires and severs from his position with the Authority, and is then in good standing, and provided that he shall have not less that twenty-five (25) years of continuous employment with the Authority, the Authority shall provide to him a continuation of medical, dental, vision, and prescription coverage as is provided at the date of severance from employment until such time as he becomes eligible for Medicare coverage, at which time the Authority shall provide supplemental insurance coverage as may be required so as to equal, together with Medicare coverage afforded, coverage that is provided at the date of severance of employment. This paragraph is in compliance with Authority Resolution 1999-28 and applicable New Jersey law.

6. The Supervisor shall be entitled to twenty (20) paid sick days per year, with accumulation of sick time permitted to a maximum of seventy (70) days. The Supervisor shall be entitled to sell back accumulated sick leave at the rate of one hundred percent (100%). Requests for sell-back must be made by October 1st and will be paid on the first payday in November of each year.

7. The Superintendent shall be entitled to thirty (25) days paid vacation during the term of this Agreement. In accordance with Resolution 2000-29 vacation time may be turned in at any time during the year for 100% of the value. Forty hours of unused vacation time may be carried into the next year. In addition thereto, the Supervisor will be entitled to (4) additional paid personal days. Personal days must be used by year end, unused time will not carry over nor can it be turned in to receive payment for its value.

8. The Authority agrees to provide severance pay for thirteen (13) weeks which shall not be payable at the Supervisor's release from his employment for cause. The Supervisor shall be required to provide to the Authority at least sixty (60) days advanced notice of any resignation or other separation from employment.

9. The Supervisor recognizes that, notwithstanding the terms of this Agreement, he is serving at the will of the Commissioners of the Authority.

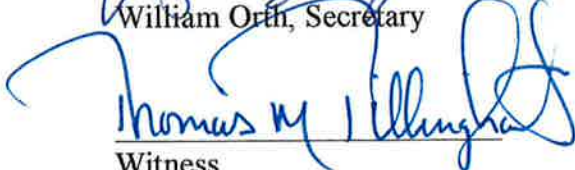
10. The Supervisor will make every reasonable effort to secure the licenses necessary for operation of the Authority's collection system.

IN WITNESS WHEREOF, the parties have set their hands and seal this 8th day of

January, 2013.



William Orth, Secretary



Thomas M. Hillingrad
Witness



Oren Lutz, Chairman



Marco DiBattista, Supervisor

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

WHEREAS, the Pennsauken Sewerage Authority, having met for the purpose of reorganization on January 8, 2013 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, 2013 thru December 31, 2013 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, 2013 thru December 31, 2013. 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. Bundy -- Yes

Mr. Pennestri -- Yes

ADOPTED: January 8, 2013

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

WHEREAS, The Pennsauken Sewerage Authority, having met for the purpose of reorganization on January 8, 2013, 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 and T&M Associates, Inc.** are hereby appointed and employed as Consulting Engineers to the Pennsauken Sewerage Authority for a term of January 1, 2013 thru December 31, 2013 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 and T&M Associates, Inc.** have been appointed as Consulting Engineers to the Pennsauken Sewerage Authority for a term of January 1, 2013 thru December 31, 2013. 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. Bundy – Yes

Mr. Pennestri – Yes

ADOPTED: January 8, 2013

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

WHEREAS, the Pennsauken Sewerage Authority, having met for the purpose of reorganization on January 8, 2013 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, 2013 thru December 31, 2013 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, 2013 thru December 31, 2013. 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. Bundy – Yes

Mr. Pennestri – Yes

ADOPTED: January 8, 2013

**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 8, 2013 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, 2013 thru December 31, 2013 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, 2013 thru December 31, 2013. 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. Bundy – Yes

Mr. Pennestri – Yes

ADOPTED: January 8, 2013

**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, 2013 and ending December 31, 2013 or until their successors are appointed.



Bill Orth, Secretary

ROLLCALL:

Mr. Lutz – Yes

Mr. Schofield – Yes

Mr. Archible – Yes

Mr. Bundy – Yes

Mr. Pennestri – Yes

ADOPTED: January 8, 2013

**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, 2013 and ending December 31, 2013.

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. **Susquehanna 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.52:14B-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. Bundy – Yes
Mr. Pennestri – Yes

ADOPTED: January 8, 2013

**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, 2013 and ending December 31, 2013.



Bill Orth, Secretary

ROLLCALL:

Mr. Lutz – Yes

Mr. Schofield – Yes

Mr. Archible – Yes

Mr. Bundy – Yes

Mr. Pennestri – Yes

ADOPTED: January 8, 2013

**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. Bundy – Yes

Mr. Pennestri – Yes

ADOPTED: January 8, 2013

**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. Bundy – Yes

Mr. Pennestri – Yes

ADOPTED: January 8, 2013

**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 8, 2013; 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>
00095	Retractable Lifeline	Dispose-Obsolete
00096	Retractable Lifeline	Dispose-Obsolete
00189	Poulan Lawn Mower Rear Bagger	Dispose
00198	Van Guard 30 Min SCBA	Gone
00376	CDM 750 Mobile Radio/Rodder	Junked
00384	Lawn Boy Mower	Junked



Bill Orth, Secretary

ROLLCALL:

Mr. Lutz – Yes

Mr. Schofield – Yes

Mr. Archible – Yes

Mr. Bundy – Yes

Mr. Pennestri – Yes

ADOPTED: January 8, 2013

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

WHEREAS, the Pennsauken Sewerage Authority, having met for the purpose of reorganization on January 8, 2013 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, 2013 thru December 31, 2013 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, 2013 thru December 31, 2013.



Bill Orth, Secretary

ROLLCALL:

Mr. Lutz – Yes

Mr. Schofield – Yes

Mr. Archible – Yes

Mr. Bundy – Yes

Mr. Pennestri – Yes

ADOPTED: January 8, 2013

Mr. Pennestri moved to adopt Resolutions 13-05 thru 13-15 with the names so stated. Mr. Schofield seconded the motion. On roll call all Commissioners voted yes. The appointments stand approved.

See Resolutions No. 13-05 to 13-15

The minutes of the meeting December 18, 2012 were presented for approval.

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

The Chairman stated the amount of bills to be paid tonight is \$285,113.27

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

See Bill List Attached

Approval of Utility Balance Adjustment Verification #'s 7719, 7740 & 7741 were presented.

Mr. Pennestri moved for the approval of adjustments while Mr. Schofield seconded the motion. On roll all Commissioners voted yes to approve the adjustments.

See Journals Attached

The Chairman moved to Old Business.

There was no old business.

The Chairman moved to New Business.

Mr. Lutz requested authorization for the engineer to advertise for bids for the annual contracts for the Maintenance and Repair of Mechanical & Electrical Apparatus, and the Annual Sewer System Repairs.

Mr. Yoder of Remington and Vernick Engineers stated that the contracts are ready to go. They have met with staff and made a few changes to it so as to increase the flow for next year. They will advertise the bids on the contracts and advise us of the bid opening date and time.

Mr. Schofield made a motion to approve the contract bids. Mr. Pennestri seconded the motion. On roll call all Commissioners voted yes.

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

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
OPERATING operating cash					
Report Totals					
			<u>Paid</u>	<u>Void</u>	<u>Continued</u>
			30	2	Amount Paid
		Checks:	0	0	285,113.27
		Direct Deposit:	0	0	0.00
		Total:	<u>30</u>	<u>2</u>	<u>285,113.27</u>
					<u>Amount Void</u>
					0.00
					0.00
					0.00

Range of Checking Accts: OPER MAN WIRE to OPERATING Range of Check Dates: 12/19/12 to 01/08/13
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					
657	12/20/12	PAYROLL PAYROLL ACCOUNT	28,878.27	12/31/12	1359
658	12/20/12	PAYROLL PAYROLL ACCOUNT	3,504.24	12/31/12	1361
659	12/31/12	PAYROLL PAYROLL ACCOUNT	30,824.44	12/31/12	1363
660	01/02/13	PETTY PETTY CASH	283.78		1368
661	01/08/13	PAYROLL PAYROLL ACCOUNT	69,326.54		1369

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	5	0	132,817.27	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	5	0	132,817.27	0.00

OPERATING operating cash					
24051	12/27/12	SAR SAR AUTOMOTIVE EQUIPMENT	46,028.00	12/31/12	1362
24052	01/08/13	Alignment Check		VOID	
24053	01/08/13	Alignment Check		VOID	
24054	01/08/13	30917000 DONNA MARGIOTTA	81.00		1370
24055	01/08/13	AUTOSHI AUTO SHINE CAR WASH	5.00		1370
24056	01/08/13	CCMUA CAMDEN COUNTY MUA	82.50		1370
24057	01/08/13	COMCAST COMCAST	162.89		1370
24058	01/08/13	COURIER COURIER POST/DAILY JOURNAL	49.17		1370
24059	01/08/13	EDMUNDS Edmunds & Associates, Inc.	7,940.00		1370
24060	01/08/13	FONTANAS Fontana's Auto Repair Inc.	3,962.00		1370
24061	01/08/13	GOVDEALS GOVDEALS, INC.	10.00		1370
24062	01/08/13	HAINES Haines Farm & Garden Supply	49.49		1370
24063	01/08/13	HOOVER HOOVER TRUCK CENTERS	106.74		1370
24064	01/08/13	MCNAUGH MCNAUGHTON'S NURSERIES, INC.	188.95		1370
24065	01/08/13	MM Municipal Maintenance Co. Inc.	21,595.69		1370
24066	01/08/13	NATBATRY NATIONAL BATTERY COMPANY	135.00		1370
24067	01/08/13	NJUAJIF NJ UTILITY AUTHORITIES JIF	58,214.47		1370
24068	01/08/13	OCC ONE CALL CONCEPTS, INC.	129.80		1370
24069	01/08/13	SAMS SAM'S CLUB/GEMB	165.84		1370
24070	01/08/13	SCHWER SCHWERING HARDWARE, INC.	128.21		1370
24071	01/08/13	SJENERGY SOUTH JERSEY ENERGY COMPANY	2,254.48		1370
24072	01/08/13	TWPENN TOWNSHIP OF PENNSAUKEN	10,103.51		1370
24073	01/08/13	USPOST UNITED STATES POSTAL SERVICE	136.00		1370
24074	01/08/13	VANGUARD VANGUARD CLEANING SYSTEM	225.00		1370
24075	01/08/13	VERIZON VERIZON WIRELESS	471.20		1370
24076	01/08/13	WESTMONT WESTMONT HARDWARE, INC.	65.06		1370
24077	01/08/13	WHARTON wharton Hardware & Sply Corp	6.00		1370

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	25	2	152,296.00	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	25	2	152,296.00	0.00

December 21, 2012
01:34 PM

PENNSAUKEN SEWERAGE AUTHORITY
Utility Balance Adjustment Batch Update Report

Page No: 1

Batch: DEBORAH Updated Entries: 1 Updated Principal: 5.94- Updated Penalty: 0.00 Ref Num: 7719

December 21, 2012
01:33 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
10683000-0 HORT, FLORENCE W.	Sewer	103		12 4	5.94- Balance Adjustment	0.00	5.94-	remove penalty chgs	12/21/12	1

Code Type	Description	Count	Arrears/Other	Principal			Penalty	Total
				2011	2012	Future		
102	Refund Overpayment							
	Refund Overpayment	1	81.00	0.00	0.00	0.00	0.00	81.00
	Sewer Totals:	1	81.00	0.00	0.00	0.00	0.00	81.00
	Grand Totals:	1	81.00	0.00	0.00	0.00	0.00	81.00

Batch Id: DEBORAH

Account Id	Service	Adj Code	Bill Code	Yr Prd	Principal	Penalty	Total	Descript	Date	Seq
Name			Transaction	Type						
30917000-0	Sewer	102			81.00	0.00	81.00	REFUND OVERPAYMENT	12/31/12	1
MARGIOTTA, DONNA			Refund Overpayment							

Batch: DEBORAH Updated Entries: 1 Updated Principal: 81.00 Updated Penalty: 0.00 Ref Num: 7740

Code Type	Description	Count	Arrears/Other	Principal			Penalty	Total
				2011	2012	Future		
105	Balance Adjustment							
	Cancel Charges	1	0.00	43.50-	0.00	0.00	5.26-	48.76-
	Sewer Totals:	1	0.00	43.50-	0.00	0.00	5.26-	48.76-
	Grand Totals:	1	0.00	43.50-	0.00	0.00	5.26-	48.76-

January 2, 2013
01:36 PM

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

Batch Id: DEBORAH

Account Id	Service	Adj Code	Bill Code	Yr Prd	Principal	Penalty	Total	Descript	Date	Seq
10082001-0	Sewer	105		11 1	43.50-	5.26-	48.76-	house demolished	12/31/12	1
ROGERS, AMY DISCONNECT # 13017		FIRE		Balance Adjustment						

January 2, 2013
01:36 PM

PENNSAUKEN SEWERAGE AUTHORITY
Utility Balance Adjustment Batch Update Report

Batch: DEBORAH Updated Entries: 1 Updated Principal: 43.50- Updated Penalty: 5.26- Ref Num: 7741

Treasurer's Report

January 3, 2013

1. Commercial monthly billing totaled \$26,264.83.
2. Principal lend-a-hand balances as of December 31, 2012:
 - 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. Robert Davis - \$414.94
 - g. Karen Muse - \$837.19
 - h. Adria Cruz - \$3,759.57
 - i. Carmen Jimenez - \$2,155.95
 - j. Valerie Newman - \$7,276.00
3. Investments under Trustee Accounts:

\$180,000.00 CD @ First Colonial Bank .75% - Matures 7/24/13
\$170,000.00 CD @ Susquehanna Bank 2% - Matures 4/21/14
\$150,000.00 CD First Colonial Bank .75% - Matures 7/24/13
\$50,000.00 CD First Colonial Bank .75% - Matures 7/24/13
\$150,000.00 CD Susquehanna Bank 1.10% - Matures 5/03/13
\$29,213.39 Money Market
4. Financial Reports are attached.

Respectfully submitted,

Robin Fair

Robin Fair
Treasurer

PENNSAUKEN SEWERAGE AUTHORITY
REVENUES-JANUARY 1, 2012 - DECEMBER 31, 2012
FOR MONTH OF DECEMBER 2012

<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	\$ 179,211.56	\$ 2,082,458.02	\$ 1,080.17	\$ 2,213,938.30
4004 COMMERCIAL	1,105,000.00	\$ 70,178.88	\$ 1,139,131.97	\$ (8,631.45)	\$ 958,738.53
4005 PENALTY	28,000.00	\$ 14,140.73	\$ 40,448.86	\$ 4,029.34	\$ 41,579.36
4002 MERCH	176,000.00	\$ 87,184.25	\$ 179,099.61	\$ 87,184.25	\$ 179,099.61
4003 C/H	25,000.00		\$ 24,433.00	\$ -	\$ 24,433.00
4012 OTHER INCOME	5,000.00	\$ 26.00	\$ 90,685.21		\$ 90,685.21
4013 INVEST INT	8,000.00	\$ 26.04	\$ 1,760.20		\$ 1,760.20
4014 TRUSTEE INT	30,000.00		\$ 5,011.40		\$ 5,011.40
4016 PERMITS (RES)	20,000.00		\$ 1,800.00		\$ 1,800.00
4019 PERMITS (COMM)	50,000.00		\$ 60,204.72		\$ 60,204.72
4021 PERMITS (MERCH)	1,000.00		\$ -		\$ -
4017-18 -FILING-INSP	1,000.00	\$15.00	\$ 45.00		\$ 45.00
4020-JIF INS PREMIUM	10,000.00	\$12,242.13	\$ 12,242.13		\$ 12,242.13
4050 INT./NOTES PAY.	1,000.00	9.46	\$ 204.47		\$ 204.47
Anticipated Balance	90,668.00				
TOTALS	3,750,668.00	363,034.05	3,637,524.59	83,662.31	3,589,741.93
		<u>BUDGET</u>	<u>MTD</u>	<u>YTD</u>	<u>REMARKS</u>
ASSETS		\$ 165,000.00	\$ -	\$ 45,031.60	
NJEIT - STIMULUS PROJECTS			507.08	8543.03	
CAPITAL BUDGET		\$ 165,000.00	\$ 507.08	\$ 53,574.63	

<u>CASH BALANCES</u>	<u>AMOUNT</u>
GENERAL CHECKING	\$212,192.27
PAYROLL	\$29,380.72
REVENUE	\$ 17,569.95
DEBT. SERVICE	\$ -
DEBT. SERV. RESERVE	\$ 52,810.89
R & R	\$ 254,658.49
GENERAL	\$ 404,174.06

Range of Revenue Accounts: 2-01-00-410-000 to 2-01-00-430-001 Current Period: 12/01/12 to 12/31/12
 Range of Budget Accounts: 2-01-01-510-500 to 2-01-03-600-002 Year To Date As Of: 12/31/12 Prior Year: 12/01/11 to 12/31/11
 Skip Zero YTD Activity: No Include Non-Budget Accounts: Yes Department Page Break: No Subtotal Budget CAFR: No Subtotal Budget Department: No
 Include Non-Antic Accounts: Yes Subtotal Revenue CAFR: No Subtotal Revenue Department: No

Anticipated = Adopted + Amended Expended = Expended - Reimbursed % Realized = (YTD Revenue/(Anticip.- Cancel)) * 100 (for accts w/Anticip.)
 Excess/Deficit = YTD Revenue - Anticipated + Cancel Balance = Budgeted - YTD Expd - Cancel % Expended = (YTD Expended/(Budgeted - Cancel)) * 100
 Budgeted = Adopted + Amended + Transfers Total Available Revenues = YTD Revenue - YTD Expended

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
2-01-00-410-001	Residential	1,172.02-	2,200,000.00	1,080.17	2,213,938.30	0.00	13,938.30	101
2-01-00-410-002	Merchantville	86,684.00	176,000.00	87,184.25	179,099.61	0.00	3,099.61	102
2-01-00-410-003	Cherry Hill	0.00	25,000.00	0.00	24,433.00	0.00	567.00-	98
2-01-00-410-004	Commercial	21,111.54	1,105,000.00	8,631.45-	958,738.53	0.00	146,261.47-	87
2-01-00-410-005	A/R Penalty	926.07	28,000.00	4,029.34	41,579.36	0.00	13,579.36	148
2-01-00-415-001	Permits- Residential	100.00	20,000.00	0.00	1,800.00	0.00	18,200.00-	9
2-01-00-415-002	Permits - Commercial	0.00	50,000.00	0.00	60,204.72	0.00	10,204.72	120
2-01-00-415-003	Permits - Merchantville	0.00	1,000.00	0.00	0.00	0.00	1,000.00-	0
2-01-00-420-001	Other Income	200.00	5,000.00	26.00	90,685.21	0.00	85,685.21	***
2-01-00-420-002	Application and Inspection Feed	0.00	1,000.00	15.00	45.00	0.00	955.00-	4
2-01-00-420-004	JIF Insurance Premium Refund	9,998.56	10,000.00	12,242.13	12,242.13	0.00	2,242.13	122
2-01-00-420-005	Int on Lend-a-Hand Accounts	21.35	1,000.00	9.46	204.47	0.00	795.53-	20
2-01-00-425-001	Interest from Operating Fund	101.77	8,000.00	26.04	1,760.20	0.00	6,239.80-	22
2-01-00-425-002	Interest from Trustee Accounts	0.00	30,000.00	0.00	5,011.40	0.00	24,988.60-	17
2-01-00-430-001	Anticipated Fund Balance	0.00	90,800.00	0.00	0.00	0.00	90,800.00-	0
	OPERATING REVENUES Revenue Total	117,971.27	3,750,800.00	95,980.94	3,589,741.93	0.00	161,058.07-	96

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
2-01-01-510-500	ADMINISTRATION SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0
2-01-01-510-501	ADMIN PSA Management	20,800.26	232,500.00	23,785.85	230,483.85	0.00	2,016.15	99
2-01-01-510-502	ADMIN Office Staff	20,584.00	243,500.00	22,080.01	242,930.75	0.00	569.25	100
2-01-01-510-503	ADMIN: Commissioners	1,250.00	15,000.00	1,250.00	15,000.00	0.00	0.00	100
2-01-01-510-504	ADMIN: Legal Salary	0.00	19,000.00	1,516.63	18,200.00	0.00	800.00	96
2-01-01-510-600	ADMINISTRATION FRINGE BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00	0
2-01-01-510-601	ADMIN: PERS/Employers Liab1	0.00	81,000.00	0.00	80,831.00	0.00	169.00	100
2-01-01-510-602	ADMIN: Social Security	2,685.51	41,000.00	2,777.44	39,182.95	0.00	1,817.05	96
2-01-01-510-603	ADMIN: Unemp./Disabili	11.90	4,500.00	26.44	4,221.19	0.00	278.81	94
2-01-01-510-604	ADMIN: Hospital Benefits	46.10	87,000.00	354.15	86,343.43	0.00	656.57	99
2-01-01-510-605	ADMIN: Vision, Dental & Rx	0.00	44,000.00	1,146.11	41,916.88	0.00	2,083.12	95

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
2-01-01-510-607	ADMIN: Sick/Vac Payback	1,734.00	61,000.00	0.00	60,892.95	0.00	107.05	100
2-01-01-510-700	ADMINISTRATION OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
2-01-01-510-721	ADMIN: Legal Fees	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
2-01-01-510-722	ADMIN: Audit	2,012.00	35,000.00	0.00	31,000.00	0.00	4,000.00	89
2-01-01-510-723	ADMIN: Other Professional Fees	2,875.00	13,000.00	1,618.00	9,655.50	0.00	3,344.50	74
2-01-01-510-736	ADMIN: Public Officials Liab.	0.00	5,500.00	0.00	5,129.30	0.00	370.70	93
2-01-01-510-750	ADMIN: Office supplies & Expense	938.18	12,000.00	1,281.86	9,099.55	0.00	2,900.45	76
2-01-01-510-751	ADMIN: Postage	0.00	16,000.00	0.00	14,841.83	0.00	1,158.17	93
2-01-01-510-752	ADMIN: Advertising & Printing	2,743.43	12,000.00	532.30	4,459.62	0.00	7,540.38	37
2-01-01-510-753	ADMIN: Telephone	2,790.92	19,000.00	1,871.76	15,160.26	0.00	3,839.74	80
2-01-01-510-754	ADMIN: Miscellaneous Exp	3,198.96	5,000.00	429.59	4,358.13	0.00	641.87	87
2-01-01-510-755	ADMIN: Service Contracts	368.84	11,000.00	267.73	9,787.09	0.00	1,212.91	89
2-01-01-510-756	ADMIN: Equipment Rental	924.00	4,000.00	924.00	3,696.00	0.00	304.00	92
2-01-01-510-757	ADMIN: Building Utilities	1,873.24	25,000.00	5,267.78	11,541.12	0.00	13,458.88	46
2-01-01-510-758	ADMIN: Building Exp. & Repairs	805.99	17,000.00	2,871.94	12,555.01	0.00	4,444.99	74
2-01-01-510-759	ADMIN: Financial Exp	0.00	4,200.00	0.00	4,050.00	0.00	150.00	96
2-01-01-510-760	ADMIN: Bad Debt Exp	0.00	500.00	0.00	0.00	0.00	500.00	0
2-01-01-510-762	ADMIN: Education/Dues	187.20	6,000.00	187.20	5,320.87	0.00	679.13	89
2-01-01-510-763	ADMIN: Civic Involvement	0.00	32,500.00	0.00	32,500.00	0.00	0.00	100
2-01-02-520-500	COST OF SERVICE SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0
2-01-02-520-505	O&M: Union Salaries	66,863.39	912,000.00	84,535.47	877,846.11	0.00	34,153.89	96
2-01-02-520-506	O&M: Management Salaries	20,764.64	250,000.00	17,632.28	226,566.46	0.00	23,433.54	91
2-01-02-520-600	COST OF SERVICE FRINGE BENEFIT	0.00	0.00	0.00	0.00	0.00	0.00	0
2-01-02-520-601	O&M: PERS	0.00	82,500.00	0.00	81,549.18	0.00	950.82	99
2-01-02-520-602	O&M: Social Security	7,562.37	96,000.00	7,984.96	91,954.57	0.00	4,045.43	96
2-01-02-520-603	O&M: Unemployment & Disability	0.00	5,500.00	0.00	4,854.75	0.00	645.25	88
2-01-02-520-604	O&M: Hospitalization Benefits	184.40	275,000.00	184.40	266,036.49	0.00	8,963.51	97
2-01-02-520-605	O&M: Vision, Dental & Rx	0.00	119,000.00	3,177.97	103,714.74	0.00	15,285.26	87
2-01-02-520-607	O&M: Sick/vac Payback	4,602.00	89,000.00	1,770.00	87,518.14	0.00	1,481.86	98
2-01-02-520-608	O&M: Uniform Exp.	1,103.27	3,000.00	0.00	2,203.98	0.00	796.02	73
2-01-02-520-700	COST OF SERVICE OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
2-01-02-520-711	O&M: Engineer Fees	2,896.17	35,000.00	7,133.50	24,528.93	0.00	10,471.07	70
2-01-02-520-731	O&M: General Liability/Auto Ins	0.00	25,000.00	0.00	24,655.20	0.00	344.80	99
2-01-02-520-732	O&M: Worker's Comp Insurance	0.00	47,500.00	0.00	47,110.20	0.00	389.80	99
2-01-02-520-733	O&M: Property	0.00	29,000.00	0.00	27,642.35	0.00	1,357.65	95
2-01-02-520-735	O&M: Fund Expense (JIF)	0.00	4,500.00	0.00	4,308.05	0.00	191.95	96
2-01-02-520-741	O&M: Uninsured Liabilities	990.00	5,000.00	0.00	350.00	0.00	4,650.00	7
2-01-02-520-755	O&M: Service Contracts	0.00	15,000.00	1,526.00	6,978.00	0.00	8,022.00	47
2-01-02-520-764	O&M: Station Utilities	3,297.13	210,000.00	27,389.52	180,259.98	0.00	29,740.02	86
2-01-02-520-765	O&M: Trash Removal	1,161.00	10,000.00	1,232.49	9,183.91	0.00	816.09	92

PENNSAUKEN SEWERAGE AUTHORITY
Statement of Revenue and Expenditures

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
2-01-02-520-766	O&M: Oper & Maint Expense	2,684.77	45,000.00	2,873.09	32,831.18	0.00	12,168.82	73
2-01-02-520-767	O&M: Safety Expense	146.95	5,000.00	132.40	2,779.12	0.00	2,220.88	56
2-01-02-520-768	O&M: Landscaping	290.00	8,500.00	0.00	7,957.00	0.00	543.00	94
2-01-02-520-769	O&M: Vehicle & Repair Exp	1,567.78	30,000.00	9,804.27	28,185.49	0.00	1,814.51	94
2-01-02-520-770	O&M: Fuel/Tolls/Mileage Exp	9,086.00	48,000.00	0.00	34,550.60	0.00	13,449.40	72
2-01-02-520-771	O&M: Collection System Exp	3,874.79	65,000.00	8,022.82	57,610.51	0.00	7,389.49	89
2-01-02-520-772	O&M: Emergency Repairs	30,563.00	120,000.00	43,628.00	84,671.75	0.00	35,328.25	71
2-01-02-520-773	O&M: Emergency Station Repairs	52,293.85	110,000.00	50,024.29	75,426.68	0.00	34,573.32	69
2-01-02-520-774	O&M: Chemicals	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
2-01-02-520-775	O&M Permits & Licensing	1,640.00	3,000.00	0.00	860.00	0.00	2,140.00	29
2-01-03-600-001	Bond Debt (Principal)	0.00	45,600.00	0.00	45,542.36	0.00	57.64	100
2-01-03-600-002	Bond Debt (Interest)	0.00	9,500.00	0.00	9,425.00	0.00	75.00	99
	OPERATING FUND Expend Total	270,806.78	3,750,800.00	324,704.69	3,440,258.01	0.00	310,541.99	90

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expended	Total Available Revenues
2-01	OPERATING FUND	117,971.27	95,980.94	3,589,741.93	270,806.78	324,704.69	3,440,258.01	149,483.92

Superintendent's Report

Meeting of January 8, 2013

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

In regular and preventative maintenance we flushed 48,266 feet of line. 1,036 feet was root cut and 12,722 feet was TV'd. We responded to 54 calls for service. The call breakdown is as follows:

Main Line stoppages:	2
Vent stoppages:	17
Station alarms:	7
Miscellaneous services:	28

Respectfully submitted,



Thomas M. Tillinghast
Superintendent

The Chairman asked for the Engineers reports.

See Report from Dennis Yoder
See Report from Jeff Winegar

The Chairman asked the Commissioners for any reports.

Mr. Lutz	Good Health and Happy New Year
Mr. Schofield	Reiterated sentiments of Mr. Lutz
Mr. Archible	Thank you all
Mr. Bundy	Good to be back but must retire in the near future
Mr. Pennestri	Bon Voyage to Jim Cummings and welcome aboard to Dennis Archible

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.

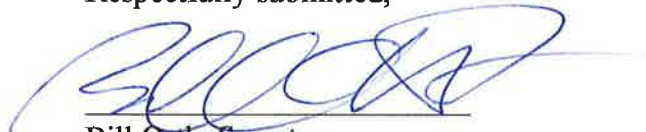
Mr. Orth informed the Commissioners that most of the office staff is sick with the flu. Cindy Luthman will move from part time to full time as of January 14, 2013. She will be training with Bernice Taylor who will be retiring as of April 1, 2013. Also they are considering filling Marco DiBattista's previous position on the maintenance side.

He also presented the following correspondence.

#1 T&M Re: Recommendation to Award Contract for Rehabilitation of Rec'd 1/9/13
Existing 15-inch Sanitary Sewer to Insituform Technologies, LLC

Mr. Orth stated that there were no matters of personnel or litigation for closed session. Mr. Schofield moved to adjourn, seconded by Mr. Bundy. All present consented by saying aye.

Respectfully submitted,



Bill Orth, Secretary

January 4, 2013

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 8, 2013 Meeting

Dear Mr. Orth:

The following constitutes T&M's Activity Report for the Pennsauken Sewerage Authority's January 8, 2013 meeting:

Sulfide Investigation

Since January of 2011, VAL Associates Laboratory, Inc. has been taking monthly samples at various locations that were identified by T&M and the PSA as having potentially high sulfide levels. T&M met with Thom Tillinghast and Bill Orth on November 17, 2011, to discuss the results of sulfide testing and potential future action. At that meeting, additional testing locations were identified to help pinpoint areas of concern. T&M has received the monthly sulfide test results for and has compiled a table summarizing the data.

On March 20, 2012, T&M met with Thom Tillinghast of the PSA to review the results of the ongoing investigation. Based on the meeting, the PSA began to perform cleaning of the pump stations at King and Mansion, Teitelman Avenue, Kane Avenue, and Baldwin Avenue. Gravity pipes in the area of the King and Mansion pump station will be videoed to identify any areas of blockages or sags in the line that would contribute to stagnation in the lines. The PSA will also begin to perform quarterly flushing of the gravity lines near John Tipton Boulevard. While these maintenance procedures are conducted, the monthly testing will continue. The goal of this activity is to identify the impact of additional system maintenance on the levels of hydrogen sulfide in the PSA system.

T&M discussed the ongoing study with Thomas Tillinghast of the PSA on August 15, 2012. On October 26, 2012 Thom provided T&M with the history of maintenance activities in order for T&M to evaluate the impact these activities have on the test results. T&M has reviewed the monthly test results in conjunction with the schedule of maintenance activities to determine what impact increased maintenance has on the H₂S levels in the sewer system. We have contacted Thomas Tillinghast to schedule a meeting within the next two weeks to review the results of the analysis. A date and time for the meeting has not yet been set.

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Mr. William F. Orth, Executive Director
Re: Activity Report for January 8, 2013 Meeting

January 4, 2013
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System Flooding

T&M met with Thom Tillinghast of the PSA on September 14, 2011 to look at areas of sanitary sewer system flooding, primarily the intersection of Magnolia and Florida. System investigation into the causes of the flooding, overflow piping design, sewerage overflow vaults were discussed as possible mitigation measures for the areas experiencing flooding. T&M provided a proposal to the PSA for investigation and engineering on October 3, 2011.

The proposed initial investigation requires access to the pipe system to perform video inspection or smoke testing. This testing is best performed during dry weather periods to reduce the volume of by-pass pumping. T&M has been in contact with Thom Tillinghast regarding scheduling of the testing, however weather has not been cooperative. Once test results are received, T&M will require authorization to proceed with services included in our pending proposal submitted on October 3, 2011.

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

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. The improvements would include the installation of a new manhole and the removal of an existing "blind" connect of two existing sanitary pipes and provide the PSA with a new access point for system maintenance. T&M prepared a proposal for professional services including survey of the project area, preparation of plans and specifications, solicitation of construction quotes from contractors, and construction administration. The proposal was submitted to the PSA on May 8, 2012.

The PSA has requested that T&M prepare an estimate of probable construction costs for the project to determine if available funding exists for the project. T&M provided an estimate of the probable construction cost for the project on August 2, 2012.

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

Frosthoffer Sewer Lining Plans and Specifications

T&M prepared plans and specifications for public bid for the cleaning and lining of approximately 1,468 linear feet of sewer main in the area of the Frosthoffer pump station. The project will be funded through the NJEIT program with funds remaining from the 43rd Street Pump Station Rehabilitation Project. T&M submitted the plans and specification to the NJEIT for review and received authorization to bid on November 14, 2012. Bids were received and opened on December 20, 2012, 10:30 AM at the PSA offices. T&M discussed the award with the PSA and were instructed to proceed with the process of awarding the base bid and the two alternate bids to the apparent low bidder. T&M will submit to the NJEIT program a request to



Mr. William F. Orth, Executive Director
Re: Activity Report for January 8, 2013 Meeting

January 4, 2013
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authorize the award of the project. We anticipate receipt of the approval to award prior the PSA's February meeting.

Should you have any questions, please contact me.

Very truly yours,

T&M ASSOCIATES

A handwritten signature in black ink, appearing to read 'Max Peters'.

Max Peters for
Jeffrey B. Winegar, P.E.
Group Manager

Cc: Edwin J. Steck, P.E., C.M.E.

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Correspondence #1

1256 North Church Street, Moorestown, New Jersey 08057-1129
(856) 722-6700 * fax (856) 722-0175 * www.tandmassociates.com



January 8, 2013

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

RE: Rehabilitation of existing 15-inch Sanitary Sewer
Recommendation to Award Contract

Dear Bill:

On Thursday December 20, 2012, two (2) bids were received and opened for the above referenced project. A summary of the bids is attached.

The apparent low bidder is Insituform Technologies, LLC with a bid base bid amount of \$40,628.00. Bid alternates number one and two are \$17,245.00 and \$28,350.00 respectively for a total amount bid of \$86,223.00. The bid was accompanied with a bid bond and consent of surety for 10% of the bid amount, not to exceed \$20,000. The bond and consent and surety were issued by Travelers Casualty and Surety Company of America, an approved Surety by NJ Department of Banking & Insurance.

We have reviewed the Bid Proposal packet submitted by Insituform Technologies, LLC. and found it to be complete and responsive. Insituform Technologies, LLC has successfully performed projects of a similar size and scope. It is our opinion that they are qualified to complete this project.

We recommend that the contract be awarded to Insituform Technologies, LLC the lowest responsive bidder, in the amount of \$86,223, subject to the review of the Authority Solicitor, the availability of funds, and the approval of the NJDEP and NJEIT.

If you should have any questions or require additional information, please do not hesitate to contact me.

Very truly yours,

T&M ASSOCIATES

A handwritten signature in black ink that reads 'Edwin J. Steck'. The signature is written in a cursive style with a large, sweeping 'E' and 'S'.

Edwin J. Steck, P.E., C.M.E.
Senior Vice President

CC: Thom Tillinghast, PSA (via email)

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