

Reorganization Meeting of January 14, 2020

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

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

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

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

Also present were:

Mr. Bill Orth, Executive Director
Mr. Marco DiBattista, Treasurer
Mr. Thomas M. Tillinghast, Superintendent
Mr. David Luthman, Solicitor
Mr. Dennis Yoder, Engineer, R & V

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. Ellis and carried to close the public portion of the meeting.

Mr. Luthman presented Pennsauken Township Resolution No. 2020-38 appointing Timothy Ellis to a five year term as PSA Commissioner commencing January 1, 2020 and ending December 31, 2024. The Oath of Office was administered and the document signed.

Mr. Luthman presented Resolution 20-01 - Appointment of the office of Chairman.

Mr. Archible moved for adoption of Resolution 20-01 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. 20-01

Chairman Lutz presented Resolution 20-02 - Appointment of the office of Vice-Chairman.

Mr. Archible moved for adoption of Resolution No. 20-02 with the name of Gregory Schofield, seconded by Mr. Ellis. All Commissioners present voted yes on roll call and the motion carried.

RESOLUTION APPOINTING TIM ELLIS AS A MEMBER TO THE 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 to the Pennsauken Sewerage Authority of the Township of Pennsauken for a five (5) year term, commencing January 3, 2020 and expiring December 31, 2024:

TIM ELLIS

BE IT FURTHER RESOLVED that a certified copy of this Resolution will be forwarded by the Township Clerk to Ron Crane - Chief Financial Officer, Pennsauken Sewerage Authority and Tim Ellis

TOWNSHIP OF PENNSAUKEN

A handwritten signature in black ink, appearing to read "Pamela Scott-Forman", is written over a horizontal line.

PAMELA SCOTT-FORMAN
ACTING TOWNSHIP CLERK

ADOPTED: January 3, 2020

OATH OF OFFICE

State of New Jersey

County of CAMDEN

} ss.

I,TIMOTHY ELLIS....., do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey; that I will bear true faith and allegiance to the same and to the Governments established in the United States and in this State, under the Authority of the people; and that I will faithfully, impartially and justly perform all the duties of the office ofCommissioner..... of the Pennsauken Sewerage Authority..... according to the best of my ability. (So help me God).*

Sworn and subscribed to before me this14th..... day ofJanuary..... A.D. ~~19~~ 2020

.....

David A. Luthman
Attorney at Law
State of New Jersey

[Handwritten signature of Timothy Ellis]

.....Timothy Ellis
P. O. Address... 5709 Whitman Terrace...
Pennsauken, NJ 08109

* Person taking oath has the option of including "So help me God," if he so desires.

**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, 2020 or until his successor is elected.



Bill Orth, Secretary

ROLL CALL:

Mr. Oren Lutz – Yes
Mr. Gregory Schofield – Yes
Mr. Archible – Yes
Mr. Ellis – Yes
Mr. Pennestri – Yes

ADOPTED: January 14, 2020

See Resolution No. 20-02

Mr. Luthman administered the Oath of Office to Chairman Lutz and Vice Chairman Schofield and each signed their respective document.

Resolution No. 20-03 - Appointing Marco DiBattista as Assistant Executive Director and Approving Contract.

Mr. Archible moved for adoption of Resolution 20-03 and Mr. Schofield seconded the motion. On roll call all Commissioners present voted yes and the motion carried.

See Resolution 20-03

The Chairman presented the following group of appointments and designations for F/Y 2020 from Resolution 20-04 to and including Resolution 20-15.

Resolution No. 20-04 - Appointment of David A. Luthman, Esq. as the Solicitor.

Resolution No. 20-05 - Appointment of Remington & Vernick, and T & M Associates, Inc. as Engineers.

Resolution No. 20-06 Appointment of Bowman & Company as the Auditors.

Resolution No. 20-07 - Appointment of Connor Strong Companies, Inc. as Insurance Broker/Risk Manager.

Resolution No. 20-08 - Appointment of Parker McCay as Bond Counsel.

Resolution No. 20-09 - Appointments of Bill Orth as Fund Commissioner & Thomas M. Tillinghast as an Alternate.

Resolution No. 20-10 - Cash Management Plan – Designation of Depository as 1st Colonial Community Bank.

Resolution No. 20-11 - Designations of Official Newspapers as the Courier Post, All Around Pennsauken, the Burlington County Times and the Philadelphia Inquirer.


Resolution No. 20-12 - Bond of Treasurer.

Resolution No. 20-13 - Surety Bond for Employees.

Resolution No. 20-14 - Approving and Authorizing the Designation of Thomas Tillinghast as the Public Agency Compliance Officer.

**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, 2020 or until his successor is elected.



Bill Orth, Secretary

ROLL CALL:

Mr. Oren Lutz – Yes
Mr. Gregory Schofield – Yes
Mr. Dennis Archible – Yes
Mr. Timothy Ellis – Yes
Mr. James Pennestri – Yes

ADOPTED: January 14, 2020

OATH OF OFFICE

State of New Jersey

County of CAMDEN

} ss.

I,OREN LUTZ....., do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey; that I will bear true faith and allegiance to the same and to the Governments established in the United States and in this State, under the Authority of the people; and that I will faithfully, impartially and justly perform all the duties of the office ofChairman..... of the Pennsauken Sewerage Authority.....

according to the best of my ability. (So help me God).*

Sworn and subscribed to before me
this14th..... day of
.....January..... A.D. ~~19~~ 2020

David A. Luthman
Attorney at Law
State of New Jersey



.....
Oren Lutz
P. O. Address.... 3438 Palace Court.....
Pennsauken, NJ 08109

* Person taking oath has the option of including "So help me God," if he so desires.

OATH OF OFFICE

State of New Jersey

County of CAMDEN

} ss.

I, GREGORY E. SCHOFIELD, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey; that I will bear true faith and allegiance to the same and to the Governments established in the United States and in this State, under the Authority of the people; and that I will faithfully, impartially and justly perform all the duties of the office of Vice-Chairman of the Pennsauken Sewerage Authority according to the best of my ability. (So help me God).*

Sworn and subscribed to before me this 14th day of January A.D. 2020

David A. Luthman
Attorney at Law
State of New Jersey

Gregory E. Schofield
P. O. Address... 2611 Burning Tree Road
Pennsauken, NJ 08109

* Person taking oath has the option of including "So help me God," if he so desires.
Chap. 217 P.L. 1971
R. S. 41:1-1 - 41:1-3
No. 143N

**RESOLUTION OF THE PENNSAUKEN SEWERAGE AUTHORITY
APPOINTING MARCO DIBATTISTA AS ASSISTANT
EXECUTIVE DIRECTOR AND APPROVING A CONTRACT THEREFORE**

WHEREAS, the Pennsauken Sewerage Authority (“PSA”) has appointed an Executive Director as its primary executive officer responsible for oversight of all its activities subject to the oversight of its Commissioners; and

WHEREAS, the current Executive Director is approaching retirement; and

WHEREAS, PSA has determined that it is advisable to begin the process of training a successor to the current Executive Director and that Marco DiBattista who currently serves as its Treasurer and Office Manager, has exhibited the ability to succeed the Executive Director, and

WHEREAS, PSA having determined that it is efficient and advisable for Marco DiBattista to undertake additional exposure to all operations as Assistant Executive Director pursuant to a contract between him and PSA as attached hereto.

NOW, THEREFORE, BE IT RESOLVED that Marco DiBattista is hereby appointed as Assistant Executive Director of the Pennsauken Sewerage Authority and shall continue to serve as Treasurer and Office Manager pursuant to a contract which is hereby approved.


Bill Orth Secretary

ROLL CALL:

Mr. Oren Lutz – Yes
Mr. Gregory Schofield – Yes
Mr. Dennis Archible – Yes
Mr. Timothy Ellis – Yes
Mr. James Pennestri – Yes

ADOPTED: January 14, 2020

CONTRACT OF EMPLOYMENT

THIS IS AN AGREEMENT between the **PENNSAUKEN SEWERAGE AUTHORITY** (hereinafter referred to as “Authority”) and **MARCO DIBATTISTA** (hereinafter referred to as “Assistant Director”).

1. The day to day administration of the Authority is undertaken by the Executive Director. The Authority has determined that it is necessary and advisable to begin transitioning an employee to become the successor to the current Executive Director so that the administration of the Authority’s business continues without interruption upon the retirement of the Executive Director.

2. The Authority is required by its by-laws to appoint a Treasurer and has employed Marco DiBattista as Treasurer/Office Manager as a full-time employee for the purpose of keeping all records and accounts of the Authority’s business and to assist in the overall supervision of the office personnel.

3. The Authority now appoints Marco DiBattista as its Assistant Director.

4. The Assistant Director agrees to continue to perform the duties of Treasurer/Office Manager as set forth above and to work with and assist the Executive Director with the day to day administration of the Authority’s business and to perform such other duties as may be from time to time assigned by the Executive Director for a term of three (3) years commencing January 1, 2020 and ending December 31, 2022. The Assistant Director agrees that he shall use his best efforts to perform each and every duty assigned by the Authority and

Executive Director. During the term of this Agreement he shall be exclusively employed by the Authority except as otherwise expressly permitted by the Authority.

5. The Assistant Director may not be removed except for just cause, defined as conviction of any crime as defined by the laws of the State of New Jersey and/or misconduct or malfeasance in office, and only upon written charges and a hearing before the Commissioners. This contract may also be terminated upon mutual agreement between the Authority and the Assistant Director.

6. In consideration for the faithful performance of his duties, the Assistant Director shall be entitled to an annual salary of One Hundred and Twenty-Five Thousand Dollars (\$125,000.00) for the calendar year 2020; One Hundred and Thirty-Five Thousand Dollars (\$135,000.00) for the calendar year 2021; and One Hundred and Forty-Five Thousand Dollars (\$145,000.00) for the calendar year 2022. This salary is to be paid in fifty-two (52) equal weekly installments. In addition, the Assistant Director shall be entitled to an increase above his base salary in each year, in the same percentage as is provided all employees of the Authority who are covered by a collective bargaining agreement.

7. The Assistant Director 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 Assistant Director shall receive the current plan for those insurance coverages specified herein or its equivalent.

8. The Assistant Director 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 Assistant Director 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.

9. The Assistant Director shall be entitled to thirty (30) days paid vacation per year 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. Unused vacation time may be carried into the next year. In addition thereto, the Assistant Director will be entitled to four (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.

10. In the event that the Assistant Director retires and severs from his position with the Authority, and is then in good standing, and provided that he shall have not less than 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.

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

12. In addition to all duties and obligations as set forth above, the Assistant Director shall accept appointment by the Commissioners of the Authority to such office or offices of the

Authority as the Commissioners may deem appropriate and advisable without any additional compensation.

IN WITNESS WHEREOF, the parties have set their hands and seal this 14th day of January, 2020.



William Orth, Secretary



Oren Lutz, Chairman



Witness



Marco DiBattista, Assistant Director

Resolution 20-15 – Adopting a Domestic Violence Policy and to Appoint Human Resource Officers in Connection Therewith.

Mr. Archible moved to adopt Resolutions 20-04 through 20-15 with appointments and designations so stated. Mr. Ellis seconded the motion. On roll call all Commissioners present voted yes. The appointments and designations stand approved.

See Resolutions No. 20-04 – 20-15

The minutes of the meeting December 10, 2019 were presented for approval.

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

The minutes of a closed portion of a regular meeting held on September 17, 2019 were presented for approval.

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

Chairman stated the amount of bills to be paid is\$955,704.39

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

See Bill List Attached

Approval of Utility Balance Adjustment Nos. 18331, 18338, 18428, 18445 and 18482 were presented.

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

See Journals Attached

The Chairman moved to Old Business.

There was no old business.

The Chairman moved to New Business.

- A. Resolution 20-16 – Awarding Contract #20-01 – Annual Sewer System Repairs for 2020 to SAR Automotive Equipment.

Mr. Archible made a motion to approve the contract. Mr. Ellis provided the second. On roll call all Commissioners present voted yes.

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

WHEREAS, the Pennsauken Sewerage Authority, having met for the purpose of reorganization on January 14, 2020 pursuant to N.J.S.A. 40:15A-1 et seq., and;

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

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

NOW, THEREFORE, BE IT RESOLVED as follows:

1. **David A. Luthman, Esq.** is hereby appointed and employed as Solicitor to the Pennsauken Sewerage Authority for a term of January 1, 2020 through December 31, 2020 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, 2020 through December 31, 2020. 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

ROLL CALL:

Mr. Oren Lutz – Yes

Mr. Gregory Schofield – Yes

Mr. Dennis Archible – Yes

Mr. Timothy Ellis – Yes

Mr. James Pennestri – Yes

ADOPTED: January 14, 2020

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

WHEREAS, the Pennsauken Sewerage Authority, having met for the purpose of reorganization on January 14, 2020, 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 2020 Budget, and;

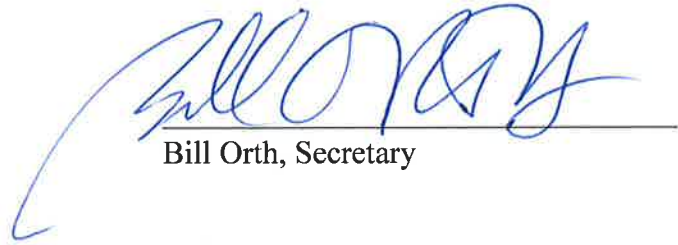
WHEREAS, the Pennsauken Sewerage Authority is authorized to enter a contract for these services without advertising for bids pursuant to N.J.S.A. 40A:13-5.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. **Remington & Vernick Engineers, and T&M Associates, Inc.** are hereby appointed and employed as Consulting Engineers to the Pennsauken Sewerage Authority for a term of January 1, 2020 through December 31, 2020 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, 2020 through December 31, 2020. 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 in file and available for public inspection in the office of the Pennsauken Sewerage Authority, 1250 John Tipton Blvd., Pennsauken, New Jersey.



Bill Orth, Secretary

ROLL CALL:

Mr. Oren Lutz – Yes
Mr. Gregory Schofield – Yes
Mr. Dennis Archible – Yes
Mr. Timothy Ellis – Yes
Mr. James Pennestri – Yes

ADOPTED: January 14, 2020

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

WHEREAS, the Pennsauken Sewerage Authority, having met for the purpose of reorganization on January 14, 2020, and;

WHEREAS, the Pennsauken Sewerage Authority finds it necessary and advisable to appoint and employ an auditor for the Fiscal Year 2020 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, 2020 through December 31, 2020 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, 2020 through December 31, 2020. 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

ROLL CALL:

Mr. Oren Lutz – Yes
Mr. Gregory Schofield – Yes
Mr. Dennis Archible – Yes
Mr. Timothy Ellis – Yes
Mr. James Pennestri – Yes

ADOPTED: January 14, 2020

**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 14, 2020, 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 Pennsauken Sewerage Authority is authorized to enter such a contract without advertising for public bids in connection with N.J.S.A. 40A:13-5.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. **Connor Strong Companies, Inc.** is hereby awarded a contract to act as the Insurance Broker of Record and Risk Manager for the Pennsauken Sewerage Authority and is hereby authorized to place all insurance coverage requested by and for the 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, 2020 through December 31, 2020 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 **Connor Strong Companies, Inc.** has been appointed the Insurance Broker of Record for the Pennsauken Sewerage Authority for a term of January 1, 2020 through December 31, 2020. 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

ROLL CALL:

Mr. Oren Lutz – Yes
Mr. Gregory Schofield – Yes
Mr. Dennis Archible – Yes
Mr. Timothy Ellis – Yes
Mr. James Pennestri – Yes

ADOPTED: January 14, 2020

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

WHEREAS, the Pennsauken Sewerage Authority, having met for the purpose of reorganization on January 14, 2020 pursuant to N.J.S.A. 40:15A-1 et seq.; and

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

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

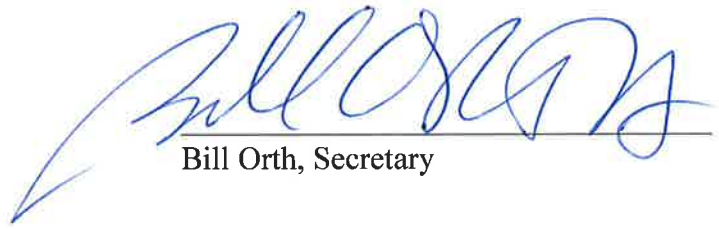
WHEREAS, the Pennsauken Sewerage Authority issued a Request for Proposals in accordance with its fair and open policy, to procure the services of Bond Counsel; and

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

NOW, THEREFORE, BE IT RESOLVED as follows:

1. **Parker, McCay, P.A.** is hereby appointed and employed as Bond Counsel to the Pennsauken Sewerage Authority for a term of January 1, 2020 through December 31, 2020 or until a successor has been appointed.
2. The aforementioned Bond Counsel shall enter a contract with the Pennsauken Sewerage Authority in 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, 2020 through December 31, 2020.



Bill Orth, Secretary

ROLL CALL:

Mr. Oren Lutz – Yes
Mr. Gregory Schofield – Yes
Mr. Dennis Archible – Yes
Mr. Timothy Ellis – Yes
Mr. James Pennestri – Yes

ADOPTED: January 14, 2020

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

WHEREAS, the Pennsauken Sewerage Authority, having met for the purpose of reorganization on January 14, 2020 pursuant to N.J.S.A. 40:15A-1 et seq.; and

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, 2020 and ending December 31, 2020 or until their successors are appointed.



Bill Orth, Secretary

ROLL CALL:

Mr. Oren Lutz – Yes
Mr. Gregory Schofield – Yes
Mr. Dennis Archible – Yes
Mr. Timothy Ellis – Yes
Mr. James Pennestri – Yes

ADOPTED: January 14, 2020

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

Pursuant to the requirements of N.J.S.A. 40A:5-15 and N.J.A.C. 5:31-3.1 the following is the Cash Management Plan of Pennsauken Sewerage Authority for the fiscal year commencing January 1, 2019 and ending December 31, 2019.

I. Designation of Legal Public Depository

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

is hereby designated as the legal public depository of the Authority.

II. Accounts Held by Designated Legal Public Depositories

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

1. There shall be maintained in the designated legal Public depository a Payroll Account which shall be a sub account of the Operating Account. Monies shall be transferred from the Operating Account into the Payroll Account on a weekly basis to meet the payroll requirements of the Authority.
 2. There shall be maintained a change fund for the office personnel in the amount of \$100.00 with the necessary withdrawals and transfers from the General Checking Account. The Treasurer is authorized and instructed to make the necessary transfers of money to maintain the change fund in the amount of \$100.00.
- B. **Connection Fees and Escrow Deposits** All fees and deposits will be deposited within 48 hours of receipt to the credit of General Checking Account. Separate detailed general ledger accounts will be developed, maintained and balanced monthly in accordance with rules and regulations of the Authority.
- C. **Petty Cash Fund** a petty cash fund will be maintained by the Authority. The purpose of the petty cash fund is to pay small miscellaneous expenses of the Authority in cash. There are two such funds located in the offices of the Authority's Treasurer and Superintendent. The petty cash fund shall not exceed \$200.00 in cash at any one time. An authorized petty cash slip shall be written and maintained recording all monies withdrawn from these funds.
- D. The Treasurer of the Authority will prepare a monthly report summarizing all investments and reporting all balances since the last meeting of the Authority. This report shall also contain a review of monthly and year to date activity in billings, disbursements and collections.
- E. All accounts maintained in the designated legal public depository shall be interest bearing accounts and shall be maintained as business checking accounts in order to obtain the highest interest rate available from the designated legal public depository for demand deposits.

III. **Accounts Held By The Trustee**

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

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

B. Special Instructions to Trustee:

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

a. Required Balance

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

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

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

IV. Investments of Bond Service Fund Amounts

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

V. Investment Broker

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

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

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

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

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

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

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

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

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

(d) which is in compliance with rules adopted pursuant to the “Administrative Procedure Act” P.L. 1968, c.410 (C.52:15B-1 et seq.) by the Local Finance Board of the Division of Local Government Services

in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;

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

(f) which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank located within this State, or through a broker-dealer which, at the time or purchase or redemption, has been registered continuously for a period of at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through s 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

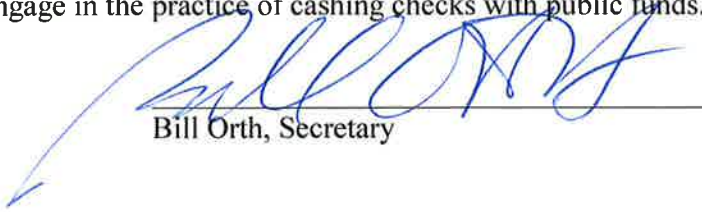
2.unless it carries a certification of some supervisory personnel of the Authority having knowledge of the facts that the goods have been received by, or the services rendered to, the Authority.

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

ROLL CALL:

Mr. Oren Lutz – Yes
Mr. Gregory Schofield – Yes
Mr. Dennis Archible – Yes
Mr. Timothy Ellis – Yes
Mr. James Pennestri – Yes

ADOPTED: January 14, 2020

**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, 2020 and ending December 31, 2020.



Bill Orth, Secretary

ROLL CALL:


Mr. Oren Lutz – Yes
Mr. Gregory Schofield – Yes
Mr. Dennis Archible – Yes
Mr. Timothy Ellis – Yes
Mr. James Pennestri – Yes

ADOPTED: January 14, 2020

**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

ROLL CALL:

Mr. Oren Lutz – Yes
Mr. Gregory Schofield – Yes
Mr. Dennis Archible – Yes
Mr. Timothy Ellis – Yes
Mr. James Pennestri – Yes

ADOPTED: January 14, 2020

**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

ROLL CALL:

Mr. Oren Lutz – Yes
Mr. Gregory Schofield – Yes
Mr. Dennis Archible – Yes
Mr. Timothy Ellis – Yes
Mr. James Pennestri – Yes

ADOPTED: January 14, 2020

RESOLUTION APPROVING AND AUTHORIZING THE DESIGNATION OF SUPERINTENDENT, THOM TILLINGHAST, AS THE PUBLIC AGENCY COMPLIANCE OFFICER FOR THE PENNSAUKEN SEWERAGE AUTHORITY

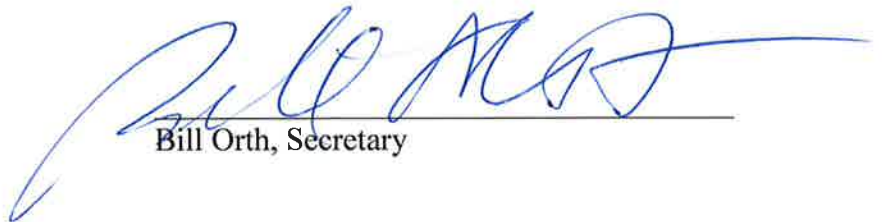
WHEREAS, the Pennsauken Sewerage Authority is a public entity subject to the provisions of the New Jersey Local Public Contracts Law, N.J.S.A.40A:11-1 et seq.; and

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

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

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

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



Bill Orth, Secretary

ROLL CALL:

- Mr. Oren Lutz – Yes
- Mr. Gregory Schofield – Yes
- Mr. Dennis Archible – Yes
- Mr. Timothy Ellis – Yes
- Mr. James Pennestri – Yes

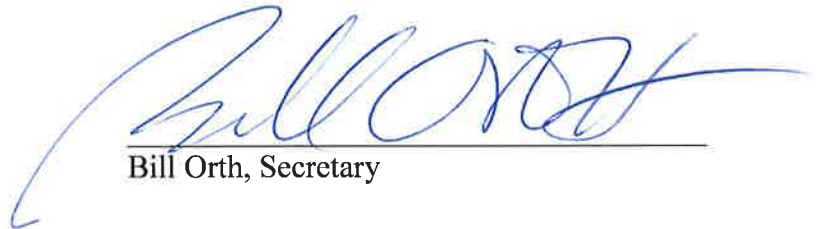
ADOPTED: January 14, 2020

**RESOLUTION OF THE PENNSAUKEN SEWERAGE AUTHORITY TO ADOPT A
DOMESTIC VIOLENCE POLICY AND TO APPOINT HUMAN RESOURCE
OFFICERS IN CONNECTION THEREWITH**

WHEREAS, the Pennsauken Sewerage Authority having met at the Reorganization Session; and

WHEREAS, the Pennsauken Sewerage Authority wishes to adopt a Domestic Violence Policy and to appoint Human Resource Officers (“HRO”) in connection therewith;

NOW, THEREFORE, BE IT RESOLVED that the Domestic Violence Policy attached hereto is adopted and that Cynthia Luthman is appointed as the Primary HRO and that Mary Kneib is appointed as the Secondary HRO, to serve in connection with that Policy.



Bill Orth, Secretary

ROLL CALL:

Mr. Oren Lutz – Yes
Mr. Gregory Schofield – Yes
Mr. Dennis Archible – Yes
Mr. Timothy Ellis – Yes
Mr. James Pennestri – Yes

ADOPTED: January 14, 2020

DOMESTIC VIOLENCE POLICY FOR PUBLIC EMPLOYERS

Prepared for:

PENNSAUKEN SEWERAGE AUTHORITY

Reviewed by (print name): David A. Luthman, Solicitor

Signature: *David A. Luthman* Date: December 31, 2019

**DOMESTIC VIOLENCE POLICY FOR PUBLIC EMPLOYERS
Pennsauken Sewerage Authority**

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DOMESTIC VIOLENCE POLICY FOR PUBLIC EMPLOYERS Pennsauken Sewerage Authority

PURPOSE

The purpose of the State of New Jersey Domestic Violence Policy for Public Employers (herein "policy") is to set forth a uniform domestic violence policy for all public employers to adopt in accordance with N.J.S.A. 11A:2-6a. The purpose of this policy is also to encourage employees who are victims of domestic violence, and those impacted by domestic violence, to seek assistance from their human resources officers and provide a standard for human resources officers to follow when responding to employees.

DEFINITIONS

The following terms are defined solely for the purpose of this policy:

Domestic Violence - Acts or threatened acts, that are used by a perpetrator to gain power and control over a current or former spouse, family member, household member, intimate partner, someone the perpetrator dated, or person with whom the perpetrator shares a child in common or anticipates having a child in common if one of the parties is pregnant. Domestic violence includes, but is not limited to the following: physical violence; injury; intimidation; sexual violence or abuse; emotional and/or psychological intimidation; verbal abuse; threats; harassment; cyber harassment; stalking; economic abuse or control; damaging property to intimidate or attempt to control the behavior of a person in a relationship with the perpetrator; strangulation; or abuse of animals or pets.

Abuser/Perpetrator - An individual who commits or threatens to commit an act of domestic violence, including unwarranted violence against individuals and animals. Other abusive behaviors and forms of violence can include the following: bullying, humiliating, isolating, intimidating, harassing, stalking, or threatening the victim, disturbing someone's peace, or destroying someone's property.

Human Resources Officer (HRO) –An employee of a public employer with a human resources job title, or its equivalent, who is responsible for orienting, training, counseling, and appraising staff. Persons designated by the employer as the primary or secondary contact to assist employees in reporting domestic violence incidents.

Intimate Partner - Partners of any sexual orientation or preference who have been legally married or formerly married to one another, have a child or children in common, or anticipate having a child in common if one party is pregnant. Intimate partner also includes those who live together or have lived together, as well as persons who are dating or have dated in the past.

DOMESTIC VIOLENCE POLICY FOR PUBLIC EMPLOYERS Pennsauken Sewerage Authority

Temporary Restraining Order (TRO) -A civil court order issued by a judge to protect the life, health or well-being of a victim. TROs can prohibit domestic violence offenders from having contact with victims, either in person or through any means of communication, including third parties. TROs also can prohibit offenders from a victim's home and workplace. A violation of a TRO may be a criminal offense. A TRO will last approximately 10 business days, or until a court holds a hearing to determine if a Final Restraining Order (FRO) is needed. In New Jersey, there is no expiration of a FRO.

Victim - A person who is 18 years of age or older or who is an emancipated minor and who has been subjected to domestic violence by a spouse, former spouse, or any other person who is a present household member or was at any time a household member. A victim of domestic violence is also any person, regardless of age, who has been subjected to domestic violence by one of the following actors: a person with whom the victim has a child in common; a person with whom the victim anticipates having a child in common, if one of the parties is pregnant; and a person with whom the victim has had a dating relationship.

Workplace-Related Incidents- Incidents of domestic violence, sexual violence, dating violence, and stalking, including acts, attempted acts, or threatened acts by or against employees, the families of employees, and/or their property, that imperil the safety, well-being, or productivity of any person associated with a public employee in the State of New Jersey, regardless of whether the act occurred in or outside the organization's physical workplace. An employee is considered to be in the workplace while in or using the resources of the employer. This includes, but is not limited to, facilities, work sites, equipment, vehicles, or while on work-related travel.

PERSONS COVERED BY THIS POLICY

All employees of **Pennsauken Sewerage Authority** are covered under this policy, including full and part time employees, casual/seasonal employees, interns, volunteers and temporary employees at any workplace location.

RESPONSIBILITY OF EMPLOYERS TO DESIGNATE A HUMAN RESOURCES OFFICER

The **Pennsauken Sewerage Authority** hereby designates the following employees as the Primary HRO and Secondary HRO, to assist employees who are victims of domestic violence.

Primary HRO:

Cynthia Luthman

**DOMESTIC VIOLENCE POLICY FOR PUBLIC EMPLOYERS
Pennsauken Sewerage Authority**

Secondary HRO:

Mary Kneib

The designated Primary and Secondary HRO shall receive training on responding to and assisting employees who are domestic violence victims in accordance with this policy.

Managers and supervisors are often aware of circumstances involving an employee who is experiencing domestic violence. Managers and supervisors are required to refer any employee who is experiencing domestic violence or who report witnessing domestic violence to the designated HRO. Managers and supervisors must maintain confidentiality, to the extent possible, and be sensitive, compassionate, and respectful to the needs of persons who are victims of domestic violence.

The name and contact information of the designated HRO will be provided to all employees by memorandum.

This policy does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General Directives and guidelines that impose a duty to report. For example, if there is any indication a child may also be a victim, reporting is mandatory to the Department of Children and Families, Child Protection and Permanency, under N.J.S.A. 9:6-8.13.

DOMESTIC VIOLENCE REPORTING PROCEDURES

Employees who are victims of domestic violence are encouraged to seek immediate assistance from their HRO. Employees who have information about or witness an act of domestic violence against an employee, are encouraged to report that information to the designated HRO, unless the employee is required to report the domestic violence pursuant to applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report, in which case the employee must so report to the appropriate authority in addition to reporting to the designated HRO. Nothing in this policy shall preclude an employee from contacting 911 in emergency situations. Indeed, HROs shall remind employees to contact 911 if they feel they are in immediate danger.

Each designated HRO shall:

- A. Immediately respond to an employee upon request and provide a safe and

DOMESTIC VIOLENCE POLICY FOR PUBLIC EMPLOYERS

Pennsauken Sewerage Authority

confidential location to allow the employee to discuss the circumstances surrounding the domestic violence incident and the request for assistance.

- B. Determine whether there is an imminent and emergent need to contact 911 and/or local law enforcement.
- C. Provide the employee with resource information and a confidential telephone line to make necessary calls for services for emergent intervention and supportive services, when appropriate. The HRO or the employee can contact the appropriate Employee Assistance Program to assist with securing resources and confidential services.
- D. Refer the employee to the provisions and protections of The New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1 et seq. (NJ SAFE Act), referenced under Section VIII of this policy.
- E. In cases where domestic violence involved a sexual touching or sexual assault between state employees, the HRO is also required to report the incident to their agency's EEO Officer or Title IX Officer, **Thom Tillinghast**.
- F. If there is a report of sexual assault or abuse, the victim should be offered the services of the Sexual Assault Response Team.
- G. Maintain the confidentiality of the employee and all parties involved, to the extent practical and appropriate under the circumstances, pursuant to this policy. (See Section VI).
- H. Upon the employee's consent, the employee may provide the HRO with copies of any TROs, FROs, and/or civil restraint agreements that pertain to restraints in the work place and ensure that security personnel are aware of the names of individuals who are prohibited from appearing at the work location while the employee who sought the restraining order is present. All copies of TROs and FROs shall be maintained in a separate confidential personnel file.

CONFIDENTIALITY POLICY

In responding to reports of domestic violence, the HRO shall seek to maintain confidentiality to protect an employee making a report of, witnessing, or experiencing domestic violence, to the extent practical and appropriate under the circumstances and allowed by law. Thus, this policy does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General Directives and guidelines that impose a duty to report.

This confidentiality policy shall not prevent disclosure where to do so would result in physical harm to any person or jeopardize safety within the workplace. When information must be disclosed to protect the safety of individuals in the workplace, the HRO shall limit the breadth and content of such disclosure to information reasonably necessary to protect the safety of the

DOMESTIC VIOLENCE POLICY FOR PUBLIC EMPLOYERS Pennsauken Sewerage Authority

disclosing employee and others and comply with the law. The HRO shall provide advance notice to the employee who disclosed information, to the extent possible, if the disclosure must be shared with other parties in order to maintain safety in the workplace or elsewhere. The HRO shall also provide the employee with the name and title of the person to whom they intend to provide the employee's statement and shall explain the necessity and purpose regarding the disclosure. For example, if the substance of the disclosure presents a threat to employees, then law enforcement will be alerted immediately.

This policy does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General Directives and guidelines where mandatory reporting is required by the appointing authority or a specific class of employees.

CONFIDENTIALITY OF EMPLOYEE RECORDS

To ensure confidentiality and accuracy of information, this policy requires the HRO to keep all documents and reports of domestic violence in confidential personnel file separate from the employee's other personnel records. These records shall be considered personnel records and shall not be government records available for public access under the Open Public Records Act. See N.J.S.A. 47:1A-10.

THE NEW JERSEY SECURITY AND FINANCIAL EMPOWERMENT ACT

The New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1, et seq. (NJ SAFE Act), is a law that provides employment protection for victims of domestic or sexual violence.

The NJ SAFE Act allows a maximum of 20 days of unpaid leave in one 12-month period, to be used within 12 months following any act of domestic or sexual violence. To be eligible, the employee must have worked at least 1,000 hours during the 12-month period immediately before the act of domestic or sexual violence. Further, the employee must have worked for an employer in the State that employs 25 or more employees for each working day during 20 or more calendar weeks in the current or immediately preceding calendar year. This leave can be taken intermittently in days, but not hours.

Leave under the NJ SAFE Act may be taken by an employee who is a victim of domestic violence, as that term is defined in N.J.S.A. 2C:25-19 and N.J.S.A. 30:4-27.6, respectively. Leave may also be taken by an employee whose child, parent, spouse, domestic partner, civil union partner, or other relationships as defined in applicable statutes is a victim of domestic or sexual violence.

Leave under the NJ SAFE Act may be taken for the purpose of engaging in any of the following activities, for themselves, or a child, parent, spouse, domestic partner, or civil union partner, as they relate to an incident of domestic or sexual violence:

**DOMESTIC VIOLENCE POLICY FOR PUBLIC EMPLOYERS
Pennsauken Sewerage Authority**

- 1) Seeking medical attention;
- 2) Obtaining services from a victim services organization;
- 3) Obtaining psychological or other counseling;
- 4) Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase safety;
- 5) Seeking legal assistance or remedies to ensure health and safety of the victim; or
- 6) Attending, participating in, or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence.

The full text of the New Jersey SAFE Act is provided in the Appendix to this policy.

PUBLIC EMPLOYER DOMESTIC VIOLENCE ACTION PLAN

Pennsauken Sewerage Authority has developed the following action plan to identify, respond to, and correct employee performance issues that are caused by domestic violence, pursuant to N.J.S.A. 11A:2-6a, and in accordance with the following guidelines:

- A. Designate an HRO with responsibilities pursuant to Sections IV and V of this policy.
- B. Recognize that an employee may need an accommodation as the employee may experience temporary difficulty fulfilling job responsibilities.
- C. Provide reasonable accommodations to ensure the employee's safety. Reasonable accommodations may include, but are not limited to, the following: implementation of safety measures; transfer or reassignment; modified work schedule; change in work telephone number or work-station location; assistance in documenting the violence occurring in the workplace; an implemented safety procedure, or other accommodation approved by the employer.
- D. Advise the employee of information concerning the NJ SAFE Act; Family and Medical Leave Act (FMLA); or Family Leave Act (FLA); Temporary Disability Insurance (TOI); or Americans with Disabilities Act (ADA); or other reasonable flexible leave options when an employee, or his or her child, parent, spouse, domestic partner, civil union partner, or other relationships as defined in applicable statutes is a victim of domestic violence.
- E. Commit to adherence to the provisions of the NJ SAFE Act, including that the employer will not retaliate against, terminate, or discipline any employee for reporting information about incidents of domestic violence, as defined in this policy, if the victim provides notice to their Human Resources Office of the status or if the Human Resources Office has reason to believe an employee is a victim of domestic violence.
- F. Advise any employee, who believes he or she has been subjected to adverse action as a result of making a report pursuant to this policy, of the civil right of action under the NJ SAFE ACT. And advise any employee to contact their designated Labor Relations Officer, Conscientious Employees Protection Act (CEPA) Officer and/or Equal

DOMESTIC VIOLENCE POLICY FOR PUBLIC EMPLOYERS Pennsauken Sewerage Authority

Employment Opportunity Officer in the event they believe the adverse action is a violation of their collective bargaining agreement, the Conscientious Employees Protection Act or the New Jersey Law Against Discrimination and corresponding policies.

- G. Employers, their designated HRO, and employees should familiarize themselves with this policy. This policy shall be provided to all employees upon execution and to all new employees upon hiring. Information and resources about domestic violence are encouraged to be placed in visible areas, such as restrooms, cafeterias, breakrooms, and where other resource information is located.

RESOURCES

This policy provides an Appendix listing resources and program information readily available to assist victims of domestic violence. These resources should be provided by the designated HRO to any victim of domestic violence at the time of reporting.

DISTRIBUTION OF POLICY

Thom Tillinghast will be responsible for distributing this policy to employees, volunteers, and other employees identified above.

Thom Tillinghast will be responsible for updating this policy at least annually to reflect circumstances changes in the organization.

Thom Tillinghast will be responsible for monitoring The Civil Service Commission and the Division of Local Government Services in the Department of Community Affairs for modifications thereto, to public employers.

OTHER APPLICABLE REQUIREMENTS

In addition to this policy, the HRO and the public employer's appointing authority must follow all applicable laws, guidelines, standard operating procedures, internal affairs policies, and New Jersey Attorney General Directives and guidelines that impose a duty to report. Additionally, to the extent that the procedures set forth in this policy conflict with collective negotiated agreements or with the Family Educational Rights and Privacy Act (FERPA), the provisions of the negotiated agreements and the provisions of FERPA control.

POLICY MODIFICATION AND REVIEW

A public employer may seek to modify this policy, to create additional protocols to protect victims of domestic violence but may not modify in a way that reduces or compromises the safeguards and processes set out in this policy.

DOMESTIC VIOLENCE POLICY FOR PUBLIC EMPLOYERS
Pennsauken Sewerage Authority

The Civil Service Commission will review and modify this policy periodically and as needed.

POLICY ENFORCEABILITY

The provisions of this policy are intended to be implemented by the Civil Service Commission. These provisions do not create any promises or rights that may be enforced by any persons or entities.

POLICY INQUIRIES & EFFECTIVE DATE

Any questions concerning the interpretation or implementation of this policy shall be addressed to the Chair/Chief Executive Officer of the Civil Service Commission, or their designee. This policy shall be enforceable upon the HRO's completion of training on this policy.

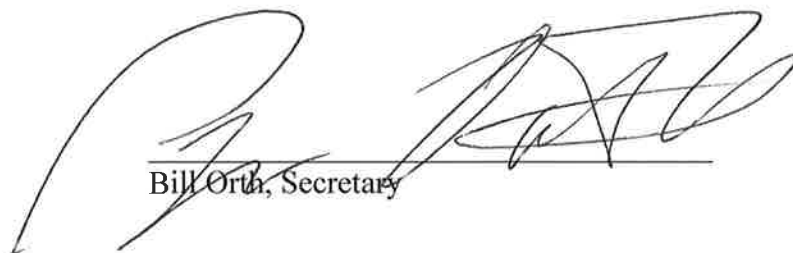
**MINUTES OF A CLOSED PORTION OF A MEETING
HELD SEPTEMBER 17, 2019**

On September 17, 2019 the Pennsauken Sewerage Authority (“Authority”) met in regular session. All Authority members were present. At the request of the Executive Director, the Authority met in closed session to discuss a matter of personnel.

Mr. Orth explained that he thought it would be wise for the Authority to plan for his retirement. He indicated that he believed that Marco DiBattista should be placed in a position where he could begin to become prepared to be the Authority’s next Executive Director and that sometime in the near future, he would recommend that Mr. DiBattista become Assistant Director and begin to participate with Mr. Orth in the functions of Executive Director.

The members present indicated approval of this plan subject to a more specific recommendation regarding job title and compensation.

There being no further business to discuss in closed session a motion was made, seconded and unanimously approved to go back into public session for the purpose of adjournment.



Bill Orth, Secretary

JANUARY 14, 2020

PENNSAUKEN SEWERAGE AUTHORITY

MEETING FIGURE:

\$955,704.39

Range of Checking Accts: OPER MAN WIRE to OPERATING Range of Check Dates: 12/11/19 to 01/14/20
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			
1037	12/17/19	PAYROLL PAYROLL ACCOUNT	33,396.78	12/31/19	2339
1038	12/24/19	PAYROLL PAYROLL ACCOUNT	32,974.60	12/31/19	2343
1039	12/30/19	PAYROLL PAYROLL ACCOUNT	38,599.84	12/31/19	2345
1040	01/07/20	PAYROLL PAYROLL ACCOUNT	72,955.91		2347
10920	01/09/20	NJDEP TREASURER, STATE OF NEW JERSEY	400.00		2349
1041	01/14/20	PAYROLL PAYROLL ACCOUNT	73,565.00		2351

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	6	0	251,892.13	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	<u>6</u>	<u>0</u>	<u>251,892.13</u>	<u>0.00</u>

OPERATING	OPERATING ACCOUNT	Amount Paid	Reconciled/Void	Ref Num
29218	12/16/19 ABCON AB-CON EXTERMINATING INC.	30.00	12/31/19	2341
29219	12/16/19 BELSITOR RICHARD J BELSITO	92.20		2341
29220	12/16/19 CUES CUES INC	924.41		2341
29221	12/16/19 EVOQUA EVOQUA WATER TECHNOLOGIES LLC	1,705.00		2341
29222	12/16/19 GRAINGER GRAINGER	29.20	12/31/19	2341
29223	12/16/19 PSEG PUBLIC SERVICE ELEC & GAS CO.	11,187.69	12/31/19	2341
29224	12/16/19 REMING REMINGTON VERNICK ENGR INC	1,790.75	12/31/19	2341
29225	12/16/19 SAR SAR AUTOMOTIVE EQUIPMENT	17,811.06	12/31/19	2341
29226	12/16/19 STEWART STEWART BUSINESS SYSTEMS	70.85	12/31/19	2341
29227	12/16/19 TWPPENN TOWNSHIP OF PENNSAUKEN	150,000.00	12/31/19	2341
29228	12/16/19 UNIFIRST UNIFIRST FIRST AID CORP	119.48	12/31/19	2341
29229	12/16/19 WBMASON W.B. MASON CO., INC.	481.86	12/31/19	2341
29232	12/17/19 MM Municipal Maintenance Co. Inc.	0.00	12/17/19 VOID	0
29233	12/17/19 MM Municipal Maintenance Co. Inc.	324,881.82	12/31/19	2342
29234	12/17/19 PIONEER PIONEER PIPE CONTRACTORS	5,107.00	12/31/19	2342
29235	01/13/20 USPOST UNITED STATES POSTAL SERVICE	5,000.00		2350
29236	01/14/20 ABCON AB-CON EXTERMINATING INC.	30.00		2353
29237	01/14/20 ADVANCE ADVANCE AUTO PARTS	285.55		2353
29238	01/14/20 BELSITOR RICHARD J BELSITO	92.20		2353
29239	01/14/20 BIG PENNSAUKEN B.I.G. COUNCIL	15,000.00		2353
29240	01/14/20 BIGDUES P.M.A.C.	1,000.00		2353
29241	01/14/20 BOWMAN BOWMAN & COMPANY, LLP	1,500.00		2353
29242	01/14/20 CANON CANON SOLUTIONS AMERICA, INC.	190.78		2353
29243	01/14/20 CCMUA CAMDEN COUNTY MUA	88.00		2353
29244	01/14/20 COMCAST COMCAST	341.34		2353
29245	01/14/20 CONRAIL CONRAIL	247.10		2353
29246	01/14/20 COOPEREL COOPER ELECTRIC SUPPLY CO INC.	77.50		2353
29247	01/14/20 CUMMINGS JAMES J. CUMMINGS, JR.	46.10		2353
29248	01/14/20 DAILYNEW THE PHILADELPHIA INQUIRER	213.20		2353
29249	01/14/20 DELTA DELTA DENTAL OF NJ, INC.	8,698.90		2353
29250	01/14/20 DOYLE James J. Doyle	46.10		2353
29251	01/14/20 EDMUNDS EDMUNDS GOVTECH	9,315.00		2353
29252	01/14/20 EMERGSYS EMERGENCY SYSTEMS SERVICE CO	1,048.32		2353
29253	01/14/20 EVOQUA EVOQUA WATER TECHNOLOGIES LLC	1,810.00		2353
29254	01/14/20 FONTANAS FONTANA'S AUTO REPAIR INC.	2,848.00		2353
29255	01/14/20 HAINES Haines Farm & Garden Supply	249.99		2353
29256	01/14/20 HAINESPO HAINESPORT ENTERPRISES INC	464.25		2353

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
OPERATING		OPERATING ACCOUNT	Continued		
29257	01/14/20	INDALARM INDEPENDENT ALARM INC	660.00		2353
29258	01/14/20	INGRAM WILLIAM INGRAM	46.10		2353
29259	01/14/20	INQUIRER THE PHILADELPHIA INQUIRER	397.80		2353
29260	01/14/20	JAYSTIRE JAY'S TIRE SERVICE LLC	625.00		2353
29261	01/14/20	JKRAMER JOSEPH KRAMER	46.10		2353
29262	01/14/20	LOUGHERY BERNADETTE A LOUGHERY	46.10		2353
29263	01/14/20	LUTHMAN DAVID A. LUTHMAN	1,516.67		2353
29264	01/14/20	MACANANY PATRICIA MACANANY	308.05		2353
29265	01/14/20	NJAMERWA NEW JERSEY AMERICAN WTR CO INC	150.80		2353
29266	01/14/20	NJAWSTA NEW JERSEY AMERICAN WATER	102.42		2353
29267	01/14/20	NJDEP TREASURER, STATE OF NEW JERSEY	100.00		2353
29268	01/14/20	NJFIRE NJ DIVISION OF FIRE SAFETY	191.00		2353
29269	01/14/20	NJMVC NEW JERSEY MOTOR VEHICLE COMM	150.00		2353
29270	01/14/20	NJUJIF NJ UTILITY AUTHORITIES JIF	62,969.00		2353
29271	01/14/20	OCC ONE CALL CONCEPTS, INC.	227.12		2353
29272	01/14/20	ORTH WILLIAM ORTH	159.34		2353
29273	01/14/20	PDOYLE PATRICK J. DOYLE	46.10		2353
29274	01/14/20	PETTY PETTY CASH	169.32		2353
29275	01/14/20	PHILA PHILA. BUSINESS FORMS INC.	214.91		2353
29276	01/14/20	PSEG PUBLIC SERVICE ELEC & GAS CO.	13,869.62		2353
29277	01/14/20	R ORTH ORTH, REGINA	46.10		2353
29278	01/14/20	REMING REMINGTON VERNICK ENGR INC	436.62		2353
29279	01/14/20	REPUBLIC REPUBLIC SERVICES OF NJ, LLC	225.20		2353
29280	01/14/20	RINGRAM RICHARD INGRAM	46.10		2353
29281	01/14/20	SAR SAR AUTOMOTIVE EQUIPMENT	25,994.00		2353
29282	01/14/20	SCHWER SCHWERING HARDWARE, INC.	160.69		2353
29283	01/14/20	STEWART STEWART BUSINESS SYSTEMS	70.85		2353
29284	01/14/20	SUBURBAN SUBURBAN WINDOW CLEANING, LLC	80.00		2353
29285	01/14/20	SYSTEM4 SYSTEM 4	312.00		2353
29286	01/14/20	TM T & M ASSOCIATES	17,990.69		2353
29287	01/14/20	TRISTATE TRI STATE ENVIRONMENTAL SVCS	3,595.75		2353
29288	01/14/20	TWPPENN TOWNSHIP OF PENNSAUKEN	5,664.37		2353
29289	01/14/20	UNIFIRST UNIFIRST FIRST AID CORP	97.60		2353
29290	01/14/20	UNUM UNUM LIFE INSUR CO OF AMERICA	1,368.30		2353
29291	01/14/20	USPOST UNITED STATES POSTAL SERVICE	234.00		2353
29292	01/14/20	VERIZOFF VERIZON	1,199.43		2353
29293	01/14/20	VERIZON VERIZON WIRELESS	277.50		2353
29294	01/14/20	WATERENV WATER ENVIRONMENT FEDERATION	588.00		2353
29295	01/14/20	WBMASON W.B. MASON CO., INC.	292.70		2353
29296	01/14/20	WESTMONT WESTMONT HARDWARE, INC.	313.26		2353

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	76	1	703,812.26	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	76	1	703,812.26	0.00

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	82	1	955,704.39	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	82	1	955,704.39	0.00

December 11, 2019
10:25 AM

PENNSAUKEN SEWERAGE AUTHORITY
Utility Balance Adjustment Batch Update Report

Page No: 1

Batch: CINDY Updated Entries: 2 Updated Principal: 0.00 Updated Penalty: 4.71- Ref Num: 18331

December 11, 2019
10:24 AM

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

Page No: 1

Batch Id: CINDY

Account Id Name	Service	Adj Code	Bill Code Transaction Type	Yr Prd	Principal	Penalty	Total	Descript	Date	Seq
30473000-0 TAKACS, IOAN	Sewer	103		19 2	0.00	2.40-	2.40-	ADDED IN ERROR	12/11/19	1
			Balance Adjustment							
30473000-0 TAKACS, IOAN	Sewer	103		19 3	0.00	2.31-	2.31-	ADDED IN ERROR	12/11/19	2
			Balance Adjustment							

December 12, 2019
08:45 AM

PENNSAUKEN SEWERAGE AUTHORITY
Utility Balance Adjustment Batch Update Report

Page No: 1

Batch: CINDY Updated Entries: 1 Updated Principal: 0.00 updated Penalty: 1.54- Ref Num: 18338

December 12, 2019
08:44 AM

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

Page No: 1

Batch Id: CINDY

Account Id Name	Service	Adj Code	Bill Code Transaction Type	Yr Prd	Principal	Penalty	Total	Descript	Date	Seq
11189000-0 ROSE, DENISE	sewer	103		19 3	0.00	1.54-	1.54-	ADDED IN ERROR	12/12/19	1
			Balance Adjustment							

January 3, 2020
11:50 AM

PENNSAUKEN SEWERAGE AUTHORITY
Utility Balance Adjustment Batch Update Report

Page No: 1

Batch: CINDY Updated Entries: 5 Updated Principal: 0.00 Updated Penalty: 3.14- Ref Num: 18428

January 3, 2020
11:46 AM

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

Page No: 1

Batch Id: CINDY

Account Id Name	Service	Adj Code	Bill Code Transaction Type	Yr Prd	Principal	Penalty	Total	Descript	Date	Seq
10658000-0 HAYES, MARTIN	Sewer	103	19 2 Balance Adjustment		0.00	0.06-	0.06-	ADDED IN ERROR	01/03/20	1
10658000-0 HAYES, MARTIN	Sewer	103	19 3 Balance Adjustment		0.00	0.77-	0.77-	ADDED IN ERROR	01/03/20	2
10658000-0 HAYES, MARTIN	Sewer	103	19 4 Balance Adjustment		0.00	0.77-	0.77-	ADDED IN ERROR	01/03/20	3
30342000-0 MACKEY, ALICIA	Sewer	103	19 3 Balance Adjustment		0.00	0.77-	0.77-	ADDED IN ERROR	01/03/20	4
30342000-0 MACKEY, ALICIA	Sewer	103	19 4 Balance Adjustment		0.00	0.77-	0.77-	ADDED IN ERROR	01/03/20	5

January 7, 2020
11:36 AM

PENNSAUKEN SEWERAGE AUTHORITY
Utility Balance Adjustment Batch Update Report

Page No: 1

Batch: CINDY Updated Entries: 2 Updated Principal: 0.00 Updated Penalty: 10.68- Ref Num: 18445

January 7, 2020
11:24 AM

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

Page No: 1

Batch Id: CINDY

Account Id Name	Service	Adj Code	Bill Code Transaction Type	Yr Prd	Principal	Penalty	Total	Descript	Date	Seq
50006096-0 BAKER, MARK S	Sewer	103		19 1	0.00	3.08-	3.08-	POSTED IN ERROR	01/07/20	1
			Balance Adjustment							
50006096-0 BAKER, MARK S	Sewer	103		19 2	0.00	7.60-	7.60-	POSTED IN ERROR	01/07/20	2
			Balance Adjustment							

January 14, 2020
08:17 AM

PENNSAUKEN SEWERAGE AUTHORITY
Utility Balance Adjustment Batch Update Report

Page No: 1

Batch: CINDY Updated Entries: 2 Updated Principal: 0.00 Updated Penalty: 6.20- Ref Num: 18482

January 14, 2020
08:16 AM

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

Page No: 1

Batch Id: CINDY

Account Id Name	Service	Adj Code	Bill Code Transaction Type	Yr Prd	Principal	Penalty	Total	Descript	Date	Seq
50268001-0 ABED, ABED	Sewer	103		19 2	0.00	3.10-	3.10-	REMOVE DEC/JAN INT	01/14/20	1
			Balance Adjustment							
50268001-0 ABED, ABED	Sewer	103		19 3	0.00	3.10-	3.10-	REMOVE DEC/JAN INT	01/14/20	2
			Balance Adjustment							

See Resolution 20-16

- B. Resolution 20-17 – Awarding Contract #20-02 – Annual Emergency Pump Station Repairs for 2020 to Municipal Maintenance, Inc.

Mr. Archible made a motion to approve the contract. Mr. Ellis provided the second. On roll call all Commissioners present voted yes.

See Resolution 20-17

- C. Resolution 20-18 – Awarding Contract #20-03 – Annual Service Contract for the Maintenance of Air Scrubber Systems Installed at Pump Stations 1 & 6 for the Fiscal Year 2020 to Evoqua Water Technologies.

Mr. Archible made a motion to approve the contract. Mr. Ellis provided the second. On roll call all Commissioners present voted yes.

See Resolution 20-18

- D. Resolution 20-19 – Authorizing Submission of a Loan Application to the New Jersey IBank and Related Actions and to Designate a Project Engineer.

Mr. Archible made a motion to approve the resolution. Mr. Pennestri provided the second. On roll call all Commissioners present voted yes.

See Resolution 20-19

The Chairman asked the Treasurer, Marco DiBattista, for his 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.

Dennis Yoder from Remington & Vernick Engineers had nothing further to report but thanked the Commissioners for the reappointment of Remington & Vernick as one of the Authority's engineers.

The Chairman asked the Commissioners for any reports.

Mr. Lutz – Happy New Year and thank you for the appointment and congratulations to Marco for his appointment.

RESOLUTION OF THE PENNSAUKEN SEWERAGE AUTHORITY TO AWARD THE ANNUAL EMERGENCY SEWER SYSTEMS REPAIRS CONTRACT 20-01

WHEREAS, the Pennsauken Sewerage Authority having met in Reorganization session on January 14, 2020; and

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

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

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

WHEREAS, one qualified bid was received from SAR Automotive Equipment; and

NOW, THEREFORE, BE IT RESOLVED that the Pennsauken Sewerage Authority shall enter a contract with **SAR Automotive Equipment** in an amount of Three hundred fifty-five thousand, one hundred seventy-five dollars (\$355,175.00) for the Annual Emergency Sewer Systems Repairs.



Bill Orth, Secretary

ROLL CALL:

- Mr. Oren Lutz – Yes
 - Mr. Gregory Schofield – Yes
 - Mr. Dennis Archible – Yes
 - Mr. Timothy Ellis – Yes
 - Mr. James Pennestri – Yes
- ADOPTED: January 14, 2020**

**RESOLUTION OF THE PENNSAUKEN SEWERAGE AUTHORITY TO AWARD THE
ANNUAL EMERGENCY PUMP STATION REPAIRS
CONTRACT 20-02**

WHEREAS, the Pennsauken Sewerage Authority having met in the Reorganization session on January 14, 2020; and

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

WHEREAS, one qualified bid was received from Municipal Maintenance, Inc.

NOW, THEREFORE, BE IT RESOLVED, that the Pennsauken Sewerage Authority shall enter a contract with **Municipal Maintenance, Inc.**, in an amount of One hundred seventy-four thousand, seventy-five dollars (\$174,075.00) for the Annual Emergency Pump Station Repairs, fiscal year 2020.



Bill Orth, Secretary

ROLL CALL:

Mr. Oren Lutz – Yes
Mr. Gregory Schofield – Yes
Mr. Dennis Archible – Yes
Mr. Timothy Ellis – Yes
Mr. James Pennestri – Yes

ADOPTED: January 14, 2020

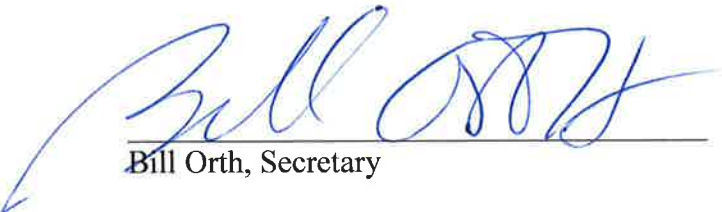
**RESOLUTION OF THE PENNSAUKEN SEWERAGE AUTHORITY TO AWARD THE
SERVICE CONTRACT FOR THE MAINTENANCE OF AIR SCRUBBER SYSTEMS
INSTALLED AT PUMP STATIONS 1 & 6
CONTRACT NO. 20-03**

WHEREAS, the Pennsauken Sewerage Authority having met in the Reorganization session of January 14, 2020; and

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Pennsauken Sewerage Authority shall enter a contract with **Evoqua Water Technologies** in an amount of Twenty-three thousand, seven hundred dollars (\$23,700.00) for the Maintenance of Air Scrubber Systems at Pump Stations 1 & 6 for the fiscal year 2020.


Bill Orth, Secretary

ROLL CALL:

Mr. Oren Lutz – Yes
Mr. Gregory Schofield – Yes
Mr. Dennis Archible – Yes
Mr. Timothy Ellis – Yes
Mr. James Pennestri – Yes

ADOPTED: January 14, 2020

**RESOLUTION OF THE PENNSAUKEN SEWERAGE
AUTHORITY AUTHORIZING SUBMISSION OF A LOAN
APPLICATION TO THE NEW JERSEY IBANK AND RELATED
ACTIONS AND TO DESIGNATE A PROJECT ENGINEER**

WHEREAS. the Pennsauken Sewerage Authority (“PSA”) having met in the Reorganization Session of January 14, 2020; and

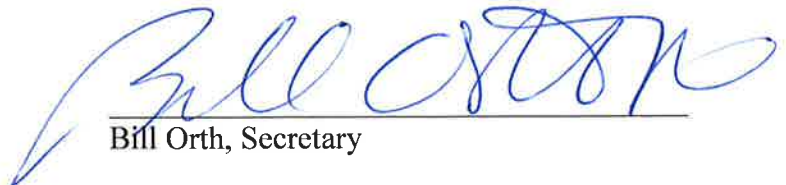
WHEREAS, the Pennsauken Sewerage Authority is responsible for the operation and maintenance of sixteen pumping stations within its service area; and

WHEREAS, PSA has determined that there are upgrades and component part replacements and other work necessary to insure the proper operation of those pumping stations; and

WHEREAS, PSA having determined that it is efficient and cost effective to seek an NJ IBank loan(s) to provide funding for this project and to proceed in the manner outlined in a December 19, 2019 correspondence from T and M Associates; and

WHEREAS, T and M Associates has been prequalified as a consulting engineer to PSA through a fair and open process and PSA having determined that it is appropriate to designate that firm as project engineer for this project consistent with the correspondence referenced above.

NOW, THEREFORE, BE IT RESOLVED, that the PSA staff is authorized to execute such documents, provide such information as may be necessary and to perform any related tasks necessary to secure funding from IBank for the project described herein and that T and M Associates is designated as project engineer.


Bill Orth, Secretary

ROLL CALL:

Mr. Oren Lutz – Yes

Mr. Gregory Schofield – Yes

Mr. Dennis Archible – Yes

Mr. Timothy Ellis – Yes

Mr. James Pennestri – Yes

ADOPTED: January 14, 2020

PENNSAUKEN SEWERAGE AUTHORITY
REVENUES-JANUARY 1, 2019 - DECEMBER 31, 2019
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	2,700,000.00	\$ 78,132.73	\$ 2,590,695.15	\$ (1.59)	\$ 2,682,062.55
4004 COMMERCIAL	1,265,000.00	\$ 101,437.91	\$ 1,692,912.11	\$ 41,611.29	\$ 1,619,660.27
4005 PENALTY	40,000.00	\$ 1,209.64	\$ 39,092.12	\$ 4,293.28	\$ 39,166.47
4002 MERCH	205,000.00	\$ 103,827.95	\$ 206,367.06	\$ 103,827.95	\$ 206,367.06
4003 C/H	32,000.00	\$ -	\$ 30,900.12	\$ -	\$ 30,900.12
4012 OTHER INCOME	3,000.00	\$ -	\$ 185.27		\$ 185.27
4013 INVEST INT	3,000.00	\$ 667.08	\$ 8,884.00		\$ 8,884.00
4014 TRUSTEE INT	15,000.00	\$ 182.90	\$ 6,732.28		\$ 6,732.28
4016 PERMITS (RES)	5,000.00	\$ 3,940.00	\$ 55,315.50		\$ 55,315.50
4019 PERMITS (COMM)	80,000.00	\$ 43,589.18	\$ 150,128.31		\$ 150,128.31
4021-PERMITS (MERCH)	1,000.00	\$ -	\$ -		\$ -
4020-JIF INS PREMIUM	12,000.00	\$13,160.00	\$ 13,160.00		\$ 13,160.00
4017-18- FILING-INSP.	\$500.00	\$0.00	\$ 60.00		\$ 75.00
4050 INT./NOTES PAY.	-	0.00	\$ -		\$ -
Anticipated Balance	-				
TOTALS	4,361,500.00	346,147.39	4,794,431.92	149,730.93	4,812,636.83
		BUDGET	MTD	YTD	REMARKS
ASSETS/CAPITAL		\$ 230,000.00	\$ 235,532.02	\$ 644,026.35	

<u>CASH BALANCES</u>	<u>AMOUNT</u>
GENERAL CHECKING	\$1,291,367.10
PAYROLL	\$7,893.29
REVENUE	\$ 10,213.38
DEBT. SERVICE	\$ -
DEBT. SERV. RESERVE	\$ 56,252.96
R & R	\$ 262,550.30
GENERAL	\$ 263,494.46

Investments under Trustee Accounts:

53,339.52 CD with 1st Colonial Bank @ 2.0% - MATURES 01/23/21
189,303.38 CD with 1st Colonial Bank @ 2% - MATURES 12/24/21
78,371.93 CD with 1st Colonial Bank @ 2.0% - Matures 4/29/21
105,062.91 CD with 1st Colonial Bank @ 2% - Matures 4/29/2021
171,947.05 Money Market

Revenue Account Range: 01-00-410-000 to 01-00-430-001 Include Non-Anticipated: Yes Year To Date As Of: 12/31/19
 Expend Account Range: 01-01-510-501 to 01-03-600-003 Include Non-Budget: Yes Current Period: 12/01/19 to 12/31/19
 Print Zero YTD Activity: NO Prior Year: 12/01/18 to 12/31/18

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/deficit	% Real
01-00-410-001	Residential	5,720.71	2,700,000.00	1.59-	2,682,062.55	0.00	17,937.45-	99
01-00-410-002	Merchantville	102,918.50	205,000.00	103,827.95	206,367.06	0.00	1,367.06	101
01-00-410-003	Cherry Hill	0.00	32,000.00	0.00	30,900.12	0.00	1,099.88-	97
01-00-410-004	Commercial	47,553.97	1,265,000.00	41,611.29	1,619,660.27	0.00	354,660.27	128
01-00-410-005	A/R Penalty	3,568.03	40,000.00	4,293.28	39,166.47	0.00	833.53-	98
01-00-415-001	Permits - Residential	725.00-	5,000.00	3,940.00	55,315.50	0.00	50,315.50	***
01-00-415-002	Permits - Commercial	200.00-	80,000.00	43,589.18	150,128.31	0.00	70,128.31	188
01-00-415-003	Permits - Merchantville	0.00	1,000.00	0.00	0.00	0.00	1,000.00-	0
01-00-420-001	Other Income	59,062.78-	3,000.00	0.00	185.27	0.00	2,814.73-	6
01-00-420-002	Application and Inspection Fees	2,255.00	500.00	0.00	75.00	0.00	425.00-	15
01-00-420-004	JIF Insurance Premium Refund	16,746.00	12,000.00	13,160.00	13,160.00	0.00	1,160.00	110
01-00-425-001	Interest from Operating Fund	532.21	3,000.00	667.08	8,884.00	0.00	5,884.00	296
01-00-425-002	Interest from Trustee Accounts	15,738.91-	15,000.00	182.90	6,732.28	0.00	8,267.72-	45
	OPERATING REVENUES Revenue Total	103,567.73	4,361,500.00	211,270.09	4,812,636.83	0.00	451,136.83	110

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
01-01-510-501	ADMIN PSA Management	26,861.00	265,000.00	26,472.90	260,908.90	0.00	4,091.10	98
01-01-510-502	ADMIN Office Staff	31,685.85	280,000.00	26,088.80	262,322.40	0.00	17,677.60	94
01-01-510-503	ADMIN: Commisions	1,500.00	18,000.00	1,500.00	18,000.00	0.00	0.00	100
01-01-510-600	ADMINISTRATION FRINGE BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00	0
01-01-510-601	ADMIN: PERS/Employers Liabli	14,705.20	118,000.00	0.00	105,383.00	0.00	12,617.00	89
01-01-510-602	ADMIN: FICA/SOCIAL SECURITY/MEDICARE	3,683.00	50,000.00	3,154.99	41,864.60	0.00	8,135.40	84
01-01-510-603	ADMIN: SUV/SDI/FLI	50.30	4,000.00	85.39	3,618.60	0.00	381.40	90
01-01-510-604	ADMIN: Hospital Benefits	12,944.46-	145,000.00	446.35	122,028.94	0.00	22,971.06	84
01-01-510-605	ADMIN: Vision, Dental & Rx	1,437.82	58,500.00	1,442.63	46,798.47	0.00	11,701.53	80
01-01-510-606	Admin OPER EXP	19,540.76	0.00	0.00	0.00	0.00	0.00	0
01-01-510-607	ADMIN: Sick/Vac Payback	5,250.00	65,000.00	0.00	49,942.00	0.00	15,058.00	77
01-01-510-700	ADMINISTRATION OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
01-01-510-721	ADMIN: Legal Fees	1,516.63	20,000.00	1,516.63	18,200.00	0.00	1,800.00	91
01-01-510-722	ADMIN: Audit	0.00	37,000.00	0.00	35,000.00	0.00	2,000.00	95
01-01-510-723	ADMIN: Other Professional Fees	100.00	20,000.00	0.00	5,325.00	0.00	14,675.00	27
01-01-510-736	ADMIN: Public Officials Liab.	0.00	8,400.00	0.00	8,141.00	0.00	259.00	97
01-01-510-750	ADMIN: Office Supplies & Expense	254.85	15,000.00	698.93	6,823.25	0.00	8,176.75	45
01-01-510-751	ADMIN: Postage	0.00	7,000.00	0.00	6,780.63	0.00	219.37	97

PENNSAUKEN SEWERAGE AUTHORITY
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
01-01-510-752	ADMIN: Advertising & Printing	196.58	14,300.00	2,923.23	10,018.91	0.00	4,281.09	70
01-01-510-753	ADMIN: Telephone	1,725.32	20,000.00	1,515.48	19,375.51	0.00	624.49	97
01-01-510-754	ADMIN: Miscellaneous Exp	836.23	3,000.00	0.00	1,103.91	0.00	1,896.09	37
01-01-510-755	ADMIN: Service Contracts	278.29	15,700.00	348.77	15,271.22	0.00	428.78	97
01-01-510-756	ADMIN: Equipment Rental	0.00	3,500.00	0.00	2,241.00	0.00	1,259.00	64
01-01-510-757	ADMIN: Building Utilities	2,369.98	25,000.00	1,089.26	18,382.12	0.00	6,617.88	74
01-01-510-758	ADMIN: Building Exp. & Repairs	463.63	15,000.00	441.99	8,417.25	0.00	6,582.75	56
01-01-510-759	ADMIN: Financial Exp	0.00	2,000.00	0.00	1,940.00	0.00	60.00	97
01-01-510-760	ADMIN: Bad Debt Exp	0.00	500.00	0.00	0.00	0.00	500.00	0
01-01-510-762	ADMIN: Education/Dues	0.00	8,000.00	665.00	7,251.16	0.00	748.84	91
01-01-510-763	ADMIN: Civic Involvement	0.00	150,000.00	150,000.00	182,500.00	0.00	0.00	100
01-02-520-500	COST OF SERVICE SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0
01-02-520-505	O&M: Union Salaries	111,838.43	1,040,000.00	98,477.28	1,026,560.61	0.00	13,439.39	99
01-02-520-506	O&M: Management Salaries	19,584.37	202,000.00	20,252.28	202,424.28	0.00	424.28-	100
01-02-520-600	COST OF SERVICE FRINGE BENEFIT	0.00	0.00	0.00	0.00	0.00	0.00	0
01-02-520-601	O&M: PERS	14,705.00	118,000.00	0.00	105,383.00	0.00	12,617.00	89
01-02-520-602	O&M: FICA/SOCIAL SECURITY/MEDICARE	9,768.05	103,000.00	9,412.79	95,059.81	0.00	7,940.19	92
01-02-520-603	O&M: SUI/SDI/FLI	36.59	6,000.00	382.47-	5,317.14	0.00	682.86	89
01-02-520-604	O&M: Hospitalization Benefits	21,676.49-	325,000.00	322.70	261,822.38	0.00	63,177.62	81
01-02-520-605	O&M: Vision, Dental & Rx	2,335.31	119,500.00	2,355.41	103,543.44	0.00	15,956.56	87
01-02-520-606	O&M OPEB EXP	31,186.04	0.00	0.00	0.00	0.00	0.00	0
01-02-520-607	O&M: Sick/vac Payback	9,616.00	67,000.00	7,951.00	66,888.30	0.00	111.70	100
01-02-520-608	O&M: Uniform Exp.	0.00	8,000.00	0.00	7,872.14	0.00	127.86	98
01-02-520-700	COST OF SERVICE OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
01-02-520-711	O&M: Engineer Fees	6,301.55	40,000.00	1,790.75	26,472.42	0.00	13,527.58	66
01-02-520-731	O&M: General Liability/Auto Ins	0.00	22,500.00	0.00	22,128.00	0.00	372.00	98
01-02-520-732	O&M: Worker's Comp Insurance	0.00	44,500.00	0.00	44,263.00	0.00	237.00	99
01-02-520-733	O&M: Property/Insurance	0.00	47,000.00	0.00	46,939.00	0.00	61.00	100
01-02-520-735	O&M: Fund Expense (JTE)	0.00	5,000.00	0.00	4,462.00	0.00	538.00	89
01-02-520-741	O&M: Uninsured Liabilities	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
01-02-520-755	O&M: Service Contracts	1,705.00	30,000.00	3,515.00	21,615.00	0.00	8,385.00	72
01-02-520-764	O&M: Station utilities	25,693.12	175,000.00	10,610.58	156,983.58	0.00	18,016.42	90
01-02-520-765	O&M: Trash Removal	1,550.60	10,000.00	225.20	4,287.35	0.00	5,712.65	43
01-02-520-766	O&M: Oper & Maint Expense	2,690.18-	31,000.00	3,869.95	27,602.29	0.00	3,397.71	89
01-02-520-767	O&M: Safety Expense	0.00	3,000.00	439.63	1,444.43	0.00	1,555.57	48
01-02-520-768	O&M: Landscaping	0.00	3,000.00	0.00	296.86	0.00	2,703.14	10
01-02-520-769	O&M: Vehicle & Repair Exp	150.95	20,000.00	4,051.84	19,016.64	0.00	983.36	95
01-02-520-770	O&M: Fuel/Tolls/Mileage Exp	6,035.55	30,000.00	17.00	18,210.67	0.00	11,789.33	61
01-02-520-771	O&M: Collection System Expense	4,213.54	60,400.00	3,161.50	58,245.35	0.00	2,154.65	96
01-02-520-772	O&M: Emergency Repairs	0.00	190,000.00	48,912.06	201,922.06	0.00	11,922.06-	106

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
01-02-520-773	O&M: Emergency Station Repairs	42,527.64	193,000.00	109,924.80	128,126.68	0.00	64,873.32	66
01-02-520-774	O&M: Chemicals	0.00	5,725.00	0.00	0.00	0.00	5,725.00	0
01-02-520-775	O&M Permits & Licensing	0.00	6,000.00	0.00	1,711.00	0.00	4,289.00	29
01-03-600-001	Bond Debt (Principal)	45,542.36	45,550.00	0.00	45,542.36	0.00	7.64	100
01-03-600-002	Bond Debt (Interest)	6,194.14	5,925.00	0.00	5,681.75	0.00	243.25	96
	OPERATING FUND Expend Total	460,655.55	4,361,500.00	543,297.65	3,967,459.41	0.00	394,040.59	90
Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expended	Total Available Revenues
01	OPERATING FUND	103,567.73	211,087.19	4,812,453.93	460,655.55	543,297.65	3,967,459.41	844,994.52

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expended	Total Available Revenues
	[Final Total]	103,567.73	211,087.19	4,812,453.93	460,655.55	543,297.65	3,967,459.41	844,994.52

Superintendent's Report

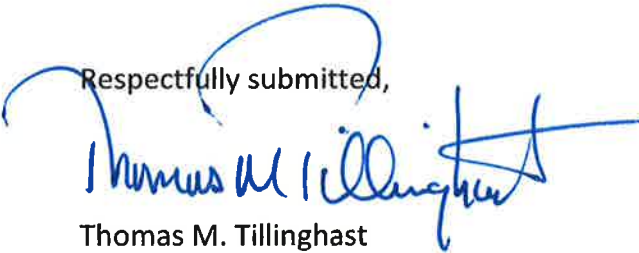
Meeting of January 14, 2020

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

In regular and preventative maintenance we flushed 52,996 feet of gravity sewer main. 2,004 feet was root cut and 14,645 feet was inspected using our CCTV equipment. We responded to 40 calls for service. The call breakdown is as follows:

Main Line stoppages:	1
Vent stoppages:	18
Station alarms:	6
Miscellaneous services:	15

Respectfully submitted,



Thomas M. Tillinghast
Superintendent

Mr. Schofield – Happy New Year and congratulations on the appointment. Also I would be remiss in not mentioning the loss of a great man, Rick Taylor. Words cannot express what this loss means to the Township and as a friend.

Mr. Archible – Want to reiterate what Greg mentioned and best regards to Bernice and congratulations to Marco.

Mr. Ellis – Thank you for the appointment and will be keeping the Taylor family in our prayers.

Mr. Pennestri – Congratulations on the appointments and want to reiterate what Greg said about Rick.

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

Mr. Luthman said thank you for the appointment, I appreciate it very much and Happy New Year.

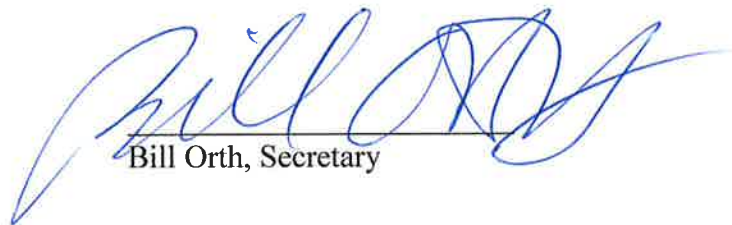
The Chairman asked Mr. Orth for the Executive Director's report.

Correspondence:

#1 T & M Monthly Progress Report1/4/19

As there were no items of personnel or litigation, Mr. Lutz requested a motion to adjourn. Mr. Archible moved to adjourn, seconded by Mr. Ellis. All present consented by saying aye.

Respectfully submitted,



Bill Orth, Secretary



YOUR GOALS. OUR MISSION.

January 7, 2020

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

Re: Monthly Progress Report – January 2020

INFRASTRUCTURE IMPROVEMENT PROJECTS

King Avenue Pump Station Force Main Extension (PNSA00115)

A Notice of Administrative Completeness for the King Avenue Pump Station Improvements & Force Main Extension NJDEP Treatment Works Approval (TWA) application was received on November 20th. **T&M has been verbally advised that the permit is being processed for approval and we expect the permit at any time.**

Pump Station Improvement Projects

A written report presenting the probable costs to the Authority for the improvements to each of the seven wastewater pump stations was submitted to the Authority on November 27th. **T&M will meet with Authority personnel to review the report and determine next steps in order to move forward with advancing the design of the pump station upgrades.**

SEWER CONNECTION APPLICATIONS

Haddon Point Phase 1 (PNSAR0070 / PNSAI0070)

No Change - All sanitary sewer mains have been installed and were tested on September 19 and 20, 2018.

	Amount	Paid to Date
Application Fee	\$15.00	\$15.00
Escrow Fee	\$2,500.00	\$2,500.00
Connection Fee	\$167,380.00	Bldg. #'s 2-5 \$63,304.00 Bldg. #1 + Clubhouse <u>\$29,140.00</u> \$92,444.00
Performance Bond	\$119,808.00	Waived
Maintenance Bond	\$9,984.00	Pending

Haddon Point Phase 2 (PNSAR0070 / PNSAI0070)

Contractor began work in Phase 2 on April 15, 2019 installing 8" PVC sanitary sewer pipe and manholes. Work began at the basin and continued west towards the sanitary sewer main installed in Phase 1. The contractor made the connection to the main in Phase 1 and performed the air pressure test and the mandrel tests on the new pipe on May 13th. Each run of pipe passed both tests.

The Contractor still needs to install the remaining sanitary sewer utilities on the northern half of Phase 2. We estimate roughly 50% of the sanitary pipe and manholes have yet to be installed. The Contractor will notify T&M prior to returning to the site to complete the installation. **As building groups are constructed they will complete individual lateral connections to the mains.**

	Amount	Paid to Date
Application Fee	\$15.00	\$15.00
Escrow Fee	\$2,500.00	\$2,500.00
Connection Fee	\$121,426.00	Bldg. #1, 5 units \$3,666.00 Bldg. #2, 6 units <u>\$3,840.00</u> \$7,506.00
Performance Bond	\$119,808.00	Waived
Maintenance Bond	\$9,984.00	Pending

Aluminum Shapes, LLC (PNSAR0080)

No Change - Re-construction connection and installation of a flume and data recorder to meter the flow. The re-construction connection will cross River Road/County Road 543 which will require Camden County approval.

	Amount	Paid to Date
Application Fee	\$15.00	\$15.00
Escrow Fee	\$2,500.00	\$2,500.00
Connection Fee	\$1,275.00	Pending
Performance Bond	\$21,528.00	Pending
Maintenance Bond	\$1,794.00	Pending

Nelson Brittin Village (PNSAR0090)

All sanitary sewer utility installation is now 100% complete. All pipes have passed the air pressure and mandrel tests to date. **The project is complete and TCO's were requested by the builder from the Township.**

	Amount	Paid to Date
Application Fee	\$15.00	\$15.00
Escrow Fee	\$2,500.00	\$2,500.00
Connection Fee	\$43,589.18	\$43,589.18
Performance Bond	\$225,678.00	Posted
Maintenance Bond	\$18,806.50	Pending

Stonegate Phase 2 (PNSAR0100)

Connection to the sanitary sewer manhole located in the intersection of Witherspoon and Sinkinson Avenues was made on January 2, 2019. A new manhole was installed north of the existing manhole to re-route the sewer main around existing utilities as per the change of plan. The sanitary sewer pipe was installed from the new manhole to another new manhole installed near the entrance to the parking lot and pipe was installed on site and capped.

The building is now complete, and the sanitary sewer connection has been made to the building. Air pressure and mandrel tests for the sanitary sewer were performed back in January 2019. All sanitary sewer installation and testing is complete; the building is awaiting final approvals before it is occupied.

	Amount	Paid to Date
Application Fee	\$15.00	\$15.00
Escrow Fee	\$2,500.00	\$2,500.00
Connection Fee	\$42,630.50	\$42,630.50
Performance Bond	\$13,636.00	Not required
Maintenance Bond	\$1,136.33	\$1,136.33

Zippy's Carwash (PNSAR0110)

No Change - The contractor made the sanitary sewer connection and installed on-site sanitary sewer pipe on June 27th and June 28th of 2019. The Oil/Water Separator Tank and Settling Tank System were installed the previous week. All on-site sanitary sewer work is complete. The building is currently under construction and the sanitary sewer connection will be made when the building is complete.

	Amount	Paid to Date
Application Fee	\$15.00	\$15.00
Escrow Fee	\$2,500.00	\$2,500.00
Connection Fee	\$8,918.00	\$8,918.00
Performance Bond	Not required	Not required
Maintenance Bond	Not required	Not required

Hospitality Suites (PNSAR0120)

No Change - A final Inspection was performed on January 23, 2019. The sanitary sewer connection was made on August 10, 2018.

	Amount	Paid to Date
Application Fee	\$15.00	\$15.00
Escrow Fee	\$2,500.00	\$2,500.00
Change of Use Fee	\$30,251.13	\$30,251.13
Performance Bond	\$11,134.80	Letter of credit
Maintenance Bond	\$1,000.00	Posted

Temerity Alliance Pennsauken Warehouse LLC (PNSAR0130)

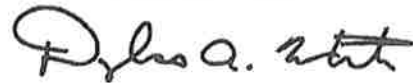
An application was received on November 8, 2019 and was reviewed by T&M. A review letter dated November 20, 2019 was issued and a subsequent phone call followed with the applicants Engineer to discuss the review comments. **The applicant's engineer resubmitted some information on January 2, 2020. We are reviewing that information but they are still in the process of investigating an existing onsite (private) pump station to determine its capacity and requirements for reconstruction.**

	Amount	Paid to Date
Application Fee	\$15.00	\$15.00
Escrow Fee	\$2,500.00	\$2,500.00
Connection Fee	Pending	Pending
Performance Bond	Pending	Pending
Maintenance Bond	Pending	Pending

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

Very truly yours,

T&M ASSOCIATES



Douglas A. White, P.E.
Group Manager



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

Cc: Thomas M. Tillinghast, Superintendent (*via email*)
Marco DiBattista, Treasurer (*via email*)

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