

Reorganization Meeting of January 8, 2019

The Solicitor David A. Luthman, Esq. called the reorganization meeting of the Pennsauken Sewerage Authority to order at 4:15 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. 2018-354 appointing Gregory Schofield to a five year term as PSA Commissioner commencing 1/1/19 and ending 12/31/23. The Oath of Office was administered and the document signed.

Mr. Luthman presented Resolution 19-01 Appointment of the office of Chairman.

Mr. Archible moved for adoption of Resolution 19-01 with the name of Oren Lutz as Chairman, seconded by Mr. Schofield. On roll call all Commissioners present voted yes and the motion carried.

See Resolution No. 19-01

Chairman Lutz presented Resolution 19-02, Appointment of the office of Vice-Chairman.

**RESOLUTION APPOINTING GREG SCHOFIELD TO THE PENNSAUKEN SEWERAGE  
AUTHORITY FOR A 5 YEAR TERM THRU 2023**

BE IT RESOLVED, BY THE Township Committee of the Township of Pennsauken , in the County of Camden and State of New Jersey that the following individual is hereby appointed as a member of the Pennsauken Sewerage Authority for a full five (5) year term, Commencing January 1, 2019 and expiring December 31, 2023.

**GREG SCHOFIELD**

IT FURTHER RESOLVED, that a certified copy of this Resolution be forwarded by the Municipal Clerk to the Pennsauken Sewerage Authority, Pennsauken Township CFO, Ronald Crane and Greg Schofield.

ADOPTED by the Mayor and Township Committee of the Township of Pennsauken at it meeting held on December 20, 2018.

Township of Pennsauken



GENE PADALINO  
TOWNSHIP CLERK

Adopted: DECEMBER 20, 2018

OATH OF OFFICE

State of New Jersey

County of CAMDEN

} ss.

I, .....Gregory..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 .....Commissioner..... of the Pennsauken Sewerage Authority..... according to the best of my ability. (So help me God).\*

Sworn and subscribed to before me this .....8th..... day of .....January..... A.D. ~~18~~ 2019

*[Signature]*

David A Luthman  
Attorney at Law  
State of New Jersey

*[Signature]*  
.....  
Greggory 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 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, 2019 or until his successor is elected.



Bill Orth, Secretary

**ROLLCALL:**

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

**ADOPTED:** January 8, 2019

Mr. Archible moved for adoption of Resolution No. 19-02 with the name of Gregory Schofield, seconded by Mr. Ellis. All Commissioners present voted yes on roll call and the motion carried.

See Resolution No. 19-02

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

The Chairman presented the following group of appointments and designations for F/Y 2019 from Resolution 19-03 to and including Resolution 19-12.

Resolution No. 19-03 Appointment of William Orth as Executive Director and approval of contract.

Resolution No. 19-04 Appointment of Marco DiBattista as Treasurer/Office Manager and approval of contract.

Resolution No. 19-05 Appointment of Thomas M. Tillinghast as Superintendent and approval of contract.

Resolution No. 19-06 Appointment of Alan Gudis as Maintenance Supervisor and approval of contract.

Resolution No. 19-07 Appointment of David A. Luthman, Esq. as the Solicitor.

Resolution No. 19-08 Appointment of Remington & Vernick, and T & M Associates, Inc. as Engineers.

Resolution No. 19-09 Appointment of Bowman & Company as the Auditors.

Resolution No. 19-10 Appointment of Connor Strong Companies, Inc. as Insurance Broker/Risk Manager.

Resolution No. 19-11 Appointment of Parker McCay as Bond Counsel.

Resolution No. 19-12 Appointments of Bill Orth as Fund Commissioner & Thomas M. Tillinghast as an Alternate.

Mr. Archible moved for adoption of Resolution Nos. 19-02 to and including 19-12. Mr. Pennestri seconded the motion. All Commissioners present voted yes on roll call and the motion carried.

See Resolution Nos. 19-03 to 19-12

The Chairman presented the following group of designations for F/Y 2019 from Resolution 19-13 to and including Resolution 19-17.

**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, 2019 or until his successor is elected.

  
Bill Orth, Secretary

**ROLLCALL:**

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

**ADOPTED:** January 8, 2019

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 of .....Chairman..... of the Pennsauken Sewerage Authority according to the best of my ability. (So help me God).\*

Sworn and subscribed to before me this ..... 8th ..... day of January ..... A.D. 2019

David A. Luthman
Attorney at Law
State of New Jersey

[Signature]
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.
Chap. 217 P.L. 1971
R. S. 41:1-1 - 41:1-3
No. 143N

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 8th day of January A.D. 1920.19

*[Signature]*

David A. Luthman  
Attorney at Law  
State of New Jersey

*[Signature]*  
.....  
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 AN EXECUTIVE DIRECTOR  
AND APPROVAL OF CONTRACT**

**WHEREAS**, the Pennsauken Sewerage Authority, having met for the purpose of reorganization on January 8, 2019; and,

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

**WHEREAS**, the Pennsauken Sewerage Authority finds it necessary and advisable to appoint and employ an Executive Director who shall be charged with the responsibility for overseeing the day to day operations of the Authority.

**NOW, THEREFORE, BE IT RESOLVED** as follows:

1. William Orth is hereby appointed Executive Director of the Pennsauken Sewerage Authority for a term of January 1, 2019 thru December 31, 2022.

2. The Executive Director shall enter a contract with the Pennsauken Sewerage Authority. Said contract is to be maintained and made available for public inspection at the Authority's office.



Bill Orth, Secretary

**ROLLCALL:**

Mr. Lutz – Yes

Mr. Schofield – Yes

Mr. Archible – Yes

Mr. Ellis – Yes

Mr. Pennestri – Yes

**ADOPTED:** January 8, 2019

## CONTRACT OF EMPLOYMENT

**THIS IS AN AGREEMENT** between the **PENNSAUKEN SEWERAGE AUTHORITY** (hereinafter referred to as "Authority") and **WILLIAM ORTH** (hereinafter referred to as the "Executive Director").

1. The Authority desires to employ the Executive Director who shall be charged with the direct supervision of all day-to-day activities and shall be directly responsible for reporting to the Authority's Commissioners. The Executive Director shall perform each and every duty necessary for the continued, efficient operation of the Authority's business and shall perform each and every duty necessary for same as directed by the Authority's Commissioners. The Authority agrees to employ the Executive Director for a term of four (4) years commencing January 1, 2019, and ending December 31, 2022. In consideration thereof, the Executive Director agrees that he shall use his best efforts to supervise the daily operations of the Authority's business and to perform each and every task required by the Authority. During the term of this Agreement, the Executive Director shall be exclusively employed by the Authority. The Executive Director shall attend to the Authority's business during all of the hours that the Authority's office is open for business and shall, in addition thereto, attend all regular meetings of the Authority's Commissioners and all other meetings as may be required by the Authority and shall attend to all other business as may be directed by the Authority.

2. The Executive 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 Executive Director.

3. In consideration for the faithful performance of his duties, the Executive Director shall be entitled to an annual salary of One Hundred Fifty Three Thousand Four Hundred Dollars (\$153,400.00) to be paid in fifty-two (52) equal weekly installments. Future salary increases will be equal to that of the union contract.

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

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

6. The Executive Director shall be entitled to twenty (20) paid sick days per year and accumulation of sick time to a maximum of seventy (70) days. The Executive Director shall be

entitled to sellback accumulated sick leave within any calendar year at the rate of one-hundred percent (100%).

7. In addition to the other benefits provided to the Executive Director, the Authority shall cooperate with him to obtain private disability and life insurance on his behalf. Insurance shall be placed at the sole discretion of the Executive Director who shall be responsible for arranging for this coverage. The Authority shall pay for the cost of same up to a maximum of \$2,500.00 per year upon adequate proof of premium. In the event that the premium exceeds this amount, at any time during the course of this contract, the Executive Director may choose to terminate this benefit or pay directly the difference in premium to maintain the coverage. The Authority makes no warranties or representations concerning the availability of disability insurance coverage and it shall be the sole responsibility of the Executive Director to arrange for the insurance coverage and to qualify for the coverage. The Authority further makes no warranties or representations as to the effectiveness of such coverage and its sole responsibility pursuant to this paragraph is the payment of premium upon presentation by the Executive Director of an appropriate premium statement.

8. The Executive 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. Forty (40) hours of unused vacation time may be carried into the next year. In addition thereto, the Executive Director will be entitled to (4) additional paid personal days. Personal days must be used by year end, unused time will not carry over nor can it be turned in to receive payment for its value.

9. The Authority agrees to provide severance pay for thirteen (13) weeks which shall not be payable at the Executive Director's release from his employment for cause. The

Executive Director shall be required to provide to the Authority at least sixty (60) days advanced notice of any resignation or other separation from employment.

10. In addition to all other duties and obligations as set forth above, the Executive 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 and without any additional compensation.

**IN WITNESS WHEREOF**, the parties have set their hands and seal this 8<sup>th</sup> day of January, 2019.

WITNESS:

  
\_\_\_\_\_

  
\_\_\_\_\_

William Orth, Executive Director

ATTEST:

  
\_\_\_\_\_

  
\_\_\_\_\_

Oren Lutz, Chairman

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

**WHEREAS**, the Pennsauken Sewerage Authority having met for the purpose of reorganization on January 8, 2019; and,

**WHEREAS**, the Pennsauken Sewerage Authority is duly constituted pursuant to N.J.S.A. 40:14A-1 et seq; and,

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

**WHEREAS**, the Authority is authorized to employ such person(s) as it may deem necessary and advisable for the daily operations of the Authority; and,

**WHEREAS**, the Pennsauken Sewerage Authority desires to employ a Treasurer/Office Manager 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.

**NOW, THEREFORE, BE IT RESOLVED** as follows:

1. Marco DiBattista is hereby appointed as Treasurer/Office Manager for a term of January 1, 2019 thru December 31, 2022.
2. The Treasurer shall enter a contract with the Pennsauken Sewerage Authority. Said contract is to be maintained and made available for public inspection at the Authority's office.

  
Bill Orth, Secretary

**ROLLCALL:**

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

**ADOPTED:** January 8, 2019

## CONTRACT OF EMPLOYMENT

**THIS IS AN AGREEMENT** between the **PENNSAUKEN SEWERAGE AUTHORITY** (hereinafter referred to as "Authority") and **MARCO DIBATTISTA** (hereinafter referred to as "Treasurer/Office Manager").

1. The Authority is required by its by-laws to appoint a Treasurer. The Authority has employed a 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.

2. The Authority agrees to employ the Treasurer/Office Manager to perform those duties as set forth above and such other duties as may be from time to time assigned for a term of four (4) years commencing January 1, 2019, and ending December 31, 2022. In consideration thereof, the Treasurer/Office Manager agrees that he shall use his best efforts to perform each and every duty assigned by the Authority. During the term of this Agreement, the Treasurer/Office Manager shall be exclusively employed by the Authority except as otherwise expressly permitted by the Authority.

3. The Treasurer/Office Manager 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 Treasurer/Office Manager.

4. In consideration for the faithful performance of his duties, the Treasurer/Office Manager shall be entitled to an annual salary of One Hundred Five Thousand Nine Hundred Seventy-Six Dollars (\$105,976.00) to be paid in fifty-two (52) equal weekly installments. Future salary increases will be equal to that of the union contract.

5. The Treasurer/Office Manager 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 Treasurer/Office Manager shall receive the current plan for those insurance coverages specified herein or its equivalent.

6. The Treasurer/Office Manager 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 Treasurer/Office Manager 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 1<sup>st</sup> and will be paid on the first payday in November of each year.

7. The Treasurer/Office Manager 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 Treasurer/Office Manager will be entitled to (4) additional paid personal days. Personal days must be used by year end, unused time will not carry over nor can it be turned in to receive payment for its value.

8. In the event that the Treasurer/Office Manager retires and severs from his position with the Authority, and is then in good standing, and provided that he shall have not less that



twenty-five (25) years of continuous employment with the Authority, the Authority shall provide to him a continuation of medical, dental, vision, and prescription coverage as is provided at the date of severance from employment until such time as he becomes eligible for Medicare coverage, at which time the Authority shall provide supplemental insurance coverage as may be required so as to equal, together with Medicare coverage afforded, coverage that is provided at the date of severance of employment. This paragraph is in compliance with Authority Resolution 1999-28 and applicable New Jersey law.

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

10. In addition to all duties and obligations as set forth above, the Treasurer/Office Manager 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 8<sup>th</sup> day of January, 2019.

  
\_\_\_\_\_  
William Orth, Secretary

  
\_\_\_\_\_  
Oren Lutz, Chairman

  
\_\_\_\_\_  
Witness

  
\_\_\_\_\_  
Marco DiBattista, Treasurer/Office Manager

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

**WHEREAS**, the Pennsauken Sewerage Authority having met for the purpose of reorganization of January 8, 2019; and,

**WHEREAS**, the Pennsauken Sewerage Authority finds it necessary and advisable to employ a Superintendent who shall be responsible for the proper maintenance and operation of the Authority's collection system and further to supervise the personnel of the Authority employed to assist him in that regard; and,

**WHEREAS**, the Superintendent is required to be licensed in accordance with regulations promulgated by N.J.D.E.P.E.; and,

**WHEREAS**, Thomas M. Tillinghast holds all required licenses.

**NOW, THEREFORE, BE IT RESOLVED** as follows:

1. Thomas M. Tillinghast is hereby employed as Superintendent for the Pennsauken Sewerage Authority for a term of January 1, 2019 thru December 31, 2022.
2. The Superintendent shall enter a contract with Pennsauken Sewerage Authority. Said contract is to be maintained and made available for public inspection at the Authority's office.

  
Bill Orth, Secretary

**ROLLCALL:**

Mr. Lutz – Yes

Mr. Schofield – Yes

Mr. Archible – Yes

Mr. Ellis – Yes

Mr. Pennestri – Yes

**ADOPTED:** January 8, 2019

## CONTRACT OF EMPLOYMENT

**THIS IS AN AGREEMENT** between the **PENNSAUKEN SEWERAGE AUTHORITY** (hereinafter referred to as "Authority") and **THOMAS M. TILLINGHAST** (hereinafter referred to as "Superintendent").

1. The Authority desires to employ a Superintendent to be responsible for the proper maintenance and operation of the Authority's collection system and supervision of the Authority Operations Personnel.

2. The Authority agrees to employ the Superintendent for a term of four (4) years commencing January 1, 2019, and ending December 31, 2022. In consideration thereof, the Superintendent agrees that he shall use his best efforts to perform those duties set forth above and such other duties as may be assigned to him. During the term of this Agreement, the Superintendent shall be exclusively employed by the Authority except as otherwise expressly permitted by the Authority. The Superintendent shall perform his duties during such times as shall be set and designated by the Authority.

3. In consideration for the faithful performance of his duties, the Superintendent shall be entitled to an annual salary of One Hundred Six Thousand Nine Hundred Twelve Dollars (\$106,912.00) to be paid in fifty-two (52) equal weekly installments. Future salary increases will be equal to that of the union contract.

4. The Superintendent 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

Superintendent shall receive the current plan for those insurance coverages specified herein or its equivalent.

5. In the event that the Superintendent 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.

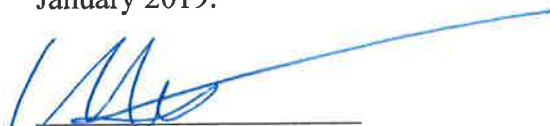
6. The Superintendent shall be entitled to twenty (20) paid sick days per year, with accumulation of sick time permitted to a maximum of seventy (70) days. The Superintendent shall be entitled to sell back accumulated sick leave at the rate of one hundred percent (100%). Requests for sell-back must be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

7. The Superintendent 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. Forty hours of unused vacation time may be carried into the next year. In addition thereto, the Superintendent will be entitled to (4) additional paid personal days. Personal days must be used by year end, unused time will not carry over nor can it be turned in to receive payment for its value.


8. The Authority agrees to provide severance pay for thirteen (13) weeks which shall not be payable if released for just cause. A sixty (60) day written notice must be given the Authority if the Superintendent resigns.

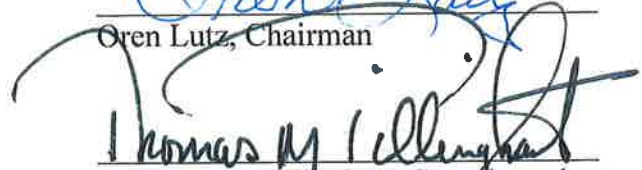
9. The Superintendent recognizes that, notwithstanding the terms of this Agreement, he is serving at the will of the Commissioners of the Authority.

**IN WITNESS WHEREOF**, the parties have set their hands and seal this 8<sup>th</sup> day of January 2019.

  
\_\_\_\_\_  
William Orth, Secretary

  
\_\_\_\_\_  
Cynthia Stuchman  
Witness

  
\_\_\_\_\_  
Oren Lutz, Chairman

  
\_\_\_\_\_  
Thomas M. Tillighast, Superintendent

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

**WHEREAS**, the Pennsauken Sewerage Authority having met for the purpose of reorganization of January 8, 2019; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** as follows:

1. Alan Gudis is hereby appointed Maintenance Supervisor of the Pennsauken Sewerage Authority for a term of January 1, 2019 thru December 31, 2022.
2. The Maintenance Supervisor shall enter a contract with the Pennsauken Sewerage Authority. Said contract is to be maintained and made available for public inspection at the Authority's office.

  
Bill Orth, Secretary

**ROLLCALL:**

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

**ADOPTED:** January 8, 2019

## CONTRACT OF EMPLOYMENT

**THIS IS AN AGREEMENT** between the **PENNSAUKEN SEWERAGE AUTHORITY** (hereinafter referred to as "Authority") and **ALAN GUDIS** (hereinafter referred to as the "Maintenance Supervisor").

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

(A) The Maintenance Supervisor shall supervise all employees to insure that all work is done in accordance with the policies and procedures of the Authority. He shall further coordinate all work being done by any outside agencies and/or contractors and shall be responsible for establishing project schedules and shall monitor all projects to insure that they are completed in a timely manner, except for those projects that under the direct supervision of the Authority's Consulting Engineer, in which case the Maintenance Supervisor shall assist the Authority's Consulting Engineer as and when the Consulting Engineer shall deem necessary and advisable.

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

(C) The Maintenance Supervisor shall also act as the Authority's Affirmative Action Compliance Officer and shall in conjunction with that assignment act as the liaison between the State's Affirmative Action Compliance office and the Authority, and further, shall insure that all outside agencies and/or contractors working for the Authority comply with Affirmative Action reporting requirements.

(D) The Maintenance Supervisor shall also act as the Authority's Safety Officer. In conjunction with this assignment, the Maintenance Supervisor shall be directly responsible for insuring that all employees comply with the Authority's safety policy. In addition, the Maintenance Supervisor shall conduct all investigations of job-related accidents involving Authority personnel, or the use of any and all equipment and facilities, and tender all results of conducted to the Authority's insurance carrier and assist the Authority's insurance carrier in the determination of all claims. The Maintenance Supervisor shall also act as the Chairman of the Authority's in-house Safety Committee and as the Safety Delegate to the Authority's participation in the Joint Insurance Fund. The Maintenance Supervisor shall also plan and conduct safety training meetings for the Authority personnel.

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

2. The Authority agrees to employ the Maintenance Supervisor for a term of four (4) years commencing January 1, 2019, and ending December 31, 2022. In consideration thereof, the Maintenance Supervisor agrees that he shall use his best efforts to perform those duties set forth above and such other duties as may be assigned to him. During the term of this Agreement, the Maintenance Supervisor shall be exclusively employed by the Authority except as otherwise



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

3. In consideration for the faithful performance of his duties, the Maintenance Supervisor shall be entitled to an annual salary of Ninety Four Thousand Six Hundred Forty Dollars (\$94,640.00) to be paid in fifty-two (52) equal weekly installments. Future salary increases will be equal to that of the union contract.

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

5. In the event that the Maintenance Supervisor 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.

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

7. The Maintenance Supervisor 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. Forty hours of unused vacation time may be carried into the next year. In addition thereto, the Maintenance Supervisor will be entitled to (4) additional paid personal days. Personal days must be used by year end, unused time will not carry over nor can it be turned in to receive payment for its value.

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

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

10. The Employer is committed to the continuing education and professional development of all its Employees. An Employee who obtains prior approval from the Employer to take courses which are related to employment requirements and who successfully completes any such course, shall be reimbursed for tuition and course materials required by the Employer. No Employee shall be eligible for reimbursement unless the Employee has first gained the permission of the Employer to attend the class. The Employer shall pay for all tuition, books and

registration fees for all courses taken by Employees that are approved in advance by the Employer. These courses shall be taken, whenever practicable, in the evening hours or on weekends so as not to conflict with regular working schedules. Whenever an Employee receives approval to attend a seminar conducted during the workday, he shall receive his normal compensation. Any Employee who takes any course related to their employment shall submit to the Employer satisfactory evidence of his completion of the course requirements. In the event that an Employee fails to provide such notification or evidence, then he shall not be eligible for reimbursement and shall pay back to the Employer any and all such sums previously advanced by the Employer for such course work.

**IN WITNESS WHEREOF**, the parties have set their hands and seal this 8<sup>th</sup> day of

January, 2019.

  
\_\_\_\_\_  
William Orth, Secretary

  
\_\_\_\_\_  
Oren Lutz, Chairman

  
\_\_\_\_\_  
Cynthia A. Suedman  
Witness

  
\_\_\_\_\_  
Alan Gudis, Maintenance Supervisor

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

**WHEREAS**, the Pennsauken Sewerage Authority, having met for the purpose of reorganization on January 8, 2019 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, 2019 thru December 31, 2019 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, 2019 thru December 31, 2019. The Solicitor shall be paid a sum of \$18,200 per annum. The Solicitor and the Pennsauken Sewerage Authority have entered a contract which is on file and available for public inspection at the offices of the Pennsauken Sewerage Authority, 1250 John Tipton Blvd., Pennsauken, New Jersey.

  
\_\_\_\_\_  
Bill Orth, Secretary

**ROLLCALL:**

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

**ADOPTED:** January 8, 2019

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

**WHEREAS**, The Pennsauken Sewerage Authority, having met for the purpose of reorganization on January 8, 2019, 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 2019 Budget, and;

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

**NOW, THEREFORE, BE IT RESOLVED** as follows:

1. **Remington & Vernick Engineers, and T&M Associates, Inc.** are hereby appointed and employed as Consulting Engineers to the Pennsauken Sewerage Authority for a term of January 1, 2019 thru December 31, 2019 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, 2019 thru December 31, 2019. The Consulting Engineers shall be paid for such other work as may be required by and performed for the Pennsauken Sewerage Authority at the per diem charge on an hourly basis as set forth in a fee schedule attached to and made a part of a contract entered between the Pennsauken Sewerage Authority and consulting Engineer, which is on file and

available for public inspection in the office of the Pennsauken Sewerage Authority, 1250 John Tipton Blvd., Pennsauken, New Jersey.



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Bill Orth, Secretary

**ROLLCALL:**

Mr. Lutz – Yes

Mr. Schofield – Yes

Mr. Archible – Yes

Mr. Ellis – Yes

Mr. Pennestri – Yes

**Adopted:** January 8, 2019

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

**WHEREAS**, the Pennsauken Sewerage Authority, having met for the purpose of reorganization on January 8, 2019 and;

**WHEREAS**, the Pennsauken Sewerage Authority finds it necessary and advisable to appoint and employ an auditor for the Fiscal Year 2019 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, 2019 thru December 31, 2019 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, 2019 thru December 31, 2019. 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.



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Bill Orth, Secretary

**ROLLCALL:**

Mr. Lutz – Yes

Mr. Schofield – Yes

Mr. Archible – Yes

Mr. Ellis – Yes

Mr. Pennestri – Yes

**ADOPTED:** January 8, 2019



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

**WHEREAS**, the Pennsauken Sewerage Authority having met for the purpose of reorganization on January 8, 2019 and;

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

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

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

**NOW, THEREFORE, BE IT RESOLVED** as follows:

1. **Conner Strong Companies, Inc.** is hereby awarded a contract to act as the Insurance Broker of Record and Risk Manager for the Pennsauken Sewerage Authority and is hereby authorized to place all insurance coverage requested by and for the Pennsauken Sewerage Authority and to provide Risk Management services, the adequacy and nature of which shall be determined by the Executive Director of the Pennsauken Sewerage Authority.

2. The term of the award shall be from January 1, 2019 thru December 31, 2019 or until a successor has been appointed.

3. The Secretary of the Pennsauken Sewerage Authority shall cause the following notice to be published once in a newspaper authorized to publish the Authority's notices.

**PLEASE TAKE NOTICE** that **Conner Strong Companies, Inc.** has been appointed the Insurance Broker of Record for the Pennsauken Sewerage Authority for a term of January 1, 2019 thru December 31, 2019. The above named is authorized to place any and all insurance policies requested by and for the Pennsauken Sewerage Authority and to provide Risk Management Services.

The above named shall receive no direct compensation from the Pennsauken Sewerage Authority, its compensation being derived from the normal and customary commission practice of the insurance industry.



Bill Orth, Secretary

**ROLLCALL:**

Mr. Lutz – Yes

Mr. Schofield – Yes

Mr. Archible – Yes

Mr. Ellis – Yes

Mr. Pennestri – Yes

**ADOPTED:** January 8, 2019

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

**WHEREAS**, the Pennsauken Sewerage Authority, having met for the purpose of reorganization on January 8, 2019 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, 2019 thru December 31, 2019 or until a successor has been appointed.
2. The aforementioned Bond Counsel shall enter a contract with the Pennsauken Sewerage Authority in the conformance with its response to the Authority's RFP for that position.
3. The Secretary of the Pennsauken Sewerage Authority shall cause the following legal advertisement to be placed once in a newspaper authorized to publish the Authority's advertisements.

**PLEASE TAKE NOTICE** that **Parker McCay, P.A.** has been appointed as Bond Counsel to the Pennsauken Sewerage Authority for a term of January 1, 2019 thru December 31, 2019.



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Bill Orth, Secretary

**ROLLCALL:**

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

**ADOPTED:** January 8, 2019

**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 8, 2019 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, 2019 and ending December 31, 2019 or until their successors are appointed.

  
\_\_\_\_\_  
Bill Orth, Secretary

**ROLLCALL:**

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

**ADOPTED:** January 8, 2019

Resolution No. 19-13 Cash Management Plan – Designation of Depository as 1<sup>st</sup> Colonial Community Bank.

Resolution No. 19-14 Designations of Official Newspapers as the Courier Post, All Around Pennsauken, the Burlington County Times and the Philadelphia Inquirer.

Resolution No. 19-15 Bond of Treasurer.

Resolution No. 19-16 Surety Bond for Employees.

Resolution No. 19-17 Approving and Authorizing the Designation of Thomas Tillinghast as the Public Agency Compliance Officer.

Mr. Archible moved to adopt Resolutions 19-13 thru 19-17 with the names so stated. Mr. Schofield seconded the motion. On roll call all Commissioners present voted yes. The appointments stand approved.

See Resolutions No. 19-13 – 19-17

The minutes of the meeting December 11, 2018 were presented for approval.

A motion was made by Mr. Ellis, seconded by Mr. Schofield 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 .....\$455,021.68

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 Bill Adjustment Nos. 3108 and 3110 and Utility Balance Adjustment No. 16335 were presented.

Mr. Schofield moved for the approval of adjustments while Mr. Archible 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 19-18 – Awarding Contract #19-01 – Annual Sewer System Repairs for 2019 to SAR Automotive Equipment and Pioneer Pipe Contractors.

**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<sup>st</sup> **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 Reserve 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 of purchase or redemption, has been registered continuously for a period of at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies

and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

**VII. Investment Policies**

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

**VIII. Records**

- A. When the securities so purchased are received by the Authority, or by the Trustee or Investment Broker on behalf of the Authority, the Treasurer shall duly record the receipt thereof in an appropriate manner and, at the next regular or special meeting after such receipt, shall transmit a written report to the members of the Authority setting forth the amount of securities so received, the series, date, numbers and interest periods, if any, thereof and shall transmit said securities to Trustee, for safe keeping. The written report shall be recorded in the minutes of such meeting.

**IX. Approval, Amendment and Administration of Plan**

- A. The cash management plan shall be approved annually by majority vote of the Authority and may be modified from time to time in order to reflect changes in federal or state law or regulations, or in the designations of depositories, funds or investment instruments or the authorization for investments. The Executive Director

or, in his absence, the Treasurer shall be charged with administering the plan. The person so charged with administering the plan shall consult with the Authority solicitor, auditor and investment broker from time to time to insure the proper administration of the plan.

- B. The person charged with administering the plan shall deposit or invest the monies of the Authority as designated or authorized by the cash management plan and shall thereafter, be relieved of any liability for loss of such monies due to the insolvency or closing of any depository designated by, or the decrease in value of any investments authorized by, the cash management plan.
- C. Any official of the Authority involved in the designation of depositories or in the authorization for investments as permitted pursuant to the cash management plan, or any combination of the proceeding, or the selection of an entity seeking to sell an investment to the Authority who has a material business or personal relationship with the organization, shall disclose that relationship to the Authority and to the Local Finance Board or the Municipal Ethics Board, as appropriate.

**X. Payment of Bills by Authority**

- A. The Authority shall not pay out any of its monies:
  - 1. unless the person claiming or receiving the same shall first present a detailed bill of items or demand, specifying particularly how the bill or demand is made up, with the certification of the party claiming payment that it is correct, and
  - 2. unless it carries a certification of some supervisory personnel of the Authority having knowledge of the facts that the goods have been received by, or the services rendered to, the Authority.
- B. Notwithstanding the provisions of paragraph A herein, the Authority may, by resolution:
  - 1. provide for and authorize payment of advances to officers and employees of the Authority toward their expenses for authorized official travel and

- incidental expenses, in a manner consistent with N.J.S.A. 40A:5-16.1;
2. provide for and authorize payment of an advance to any nonprofit organization or agency with which the Authority has entered into a service contract, for the purpose of meeting service programs startup costs, in a manner consistent with N.J.S.A. 40A:5-16.2; or
  3. provide for and authorize payment in advance of estimated administrative or direct service costs to the Authority or to any other party participating in a statutorily authorized joint, inter-local or other cooperative activity, in a manner consistent with N.J.S.A. 40A:5-16.3.

**XI. Check Cashing Prohibited**

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

  
Bill Orth, Secretary

**ROLLCALL:**

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

**ADOPTED:** January 8, 2019



**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, 2019 and ending December 31, 2019.



Bill Orth, Secretary

**ROLLCALL:**

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

**ADOPTED:** January 8, 2019

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

**SUBJECT: BOND OF TREASURER**

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

  
\_\_\_\_\_  
Bill Orth, Secretary

**ROLLCALL:**

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

**ADOPTED:** January 8, 2019

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

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

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

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

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

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

  
\_\_\_\_\_  
Bill Orth, Secretary

**ROLLCALL:**

Mr. Lutz – Yes

Mr. Schofield – Yes

Mr. Archible – Yes

Mr. Ellis – Yes

Mr. Pennestri – Yes

**ADOPTED:** January 8, 2019

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

**ADOPTED:** January 8, 2019

**JANUARY 8, 2019**

**PENNSAUKEN SEWERAGE AUTHORITY**

**MEETING FIGURE:**

**\$455,021.68**

Range of Checking Accts: OPER MAN WIRE to OPERATING      Range of Check Dates: 12/12/18 to 01/08/19  
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			
985	12/18/18	PAYROLL PAYROLL ACCOUNT	33,291.14	12/31/18	2205
986	12/24/18	PAYROLL PAYROLL ACCOUNT	33,419.96	12/31/18	2208
987	12/31/18	PAYROLL PAYROLL ACCOUNT	37,441.18	12/31/18	2211
988	01/08/19	PAYROLL PAYROLL ACCOUNT	75,300.27		2212

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	4	0	179,452.55	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	<u>4</u>	<u>0</u>	<u>179,452.55</u>	<u>0.00</u>

OPERATING	OPERATING ACCOUNT	Amount Paid	Reconciled/Void	Ref Num
28433	12/19/18 BARTUK BARTUK HOSE & HYDRAULICS	131.50	12/31/18	2207
28434	12/19/18 GALETON GALETON, INC.	488.36		2207
28435	12/19/18 JAYSTIRE JAY'S TIRE SERVICE LLC	25.00	12/31/18	2207
28436	12/19/18 NJAMERWA NEW JERSEY AMERICAN WTR CO INC	128.19	12/31/18	2207
28437	12/19/18 REBUILT REBUILT PARTS COMPANY	17.98	12/31/18	2207
28438	12/19/18 REMING REMINGTON VERNICK ENGR INC	1,623.00	12/31/18	2207
28439	12/19/18 TM T & M ASSOCIATES	7,826.38	12/31/18	2207
28440	12/19/18 TWPPENN TOWNSHIP OF PENNSAUKEN	150,000.00	12/31/18	2207
28441	12/19/18 VALLETT RICHARD B. VALLETT, JR.	100.00		2207
28442	12/19/18 VERIZOFF VERIZON	1,277.04	12/31/18	2207
28443	12/19/18 WBMASON W.B. MASON CO., INC.	129.16		2207
28444	12/19/18 WHARTON WHARTON HARDWARE & SPLY CORP	63.75	12/31/18	2207
28445	01/08/19 60012275 BRIAN LUMLEY	520.86		2214
28446	01/08/19 60098000 LEE HENRY	566.53		2214
28447	01/08/19 BIG PENNSAUKEN B.I.G. COUNCIL	15,000.00		2214
28448	01/08/19 BP BP ENVIRONMENTAL SERVICES, INC	686.12		2214
28449	01/08/19 CANON CANON SOLUTIONS AMERICA, INC.	181.57		2214
28450	01/08/19 CARQUEST CARQUEST AUTO PARTS	82.34		2214
28451	01/08/19 CINTAS CINTAS FIRST AID & SAFETY	224.48		2214
28452	01/08/19 COMCAST COMCAST	332.48		2214
28453	01/08/19 CONRAIL CONRAIL	243.37		2214
28454	01/08/19 DAILYNEW DAILY NEWS	213.20		2214
28455	01/08/19 EDMUNDS Edmunds & Associates, Inc.	11,345.00		2214
28456	01/08/19 EVOQUA EVOQUA WATER TECHNOLOGIES LLC	1,705.00		2214
28457	01/08/19 GRAINGER GRAINGER	128.70		2214
28458	01/08/19 HOLMAN HOLMAN FORD LINCOLN MERCURY	8.66		2214
28459	01/08/19 INQUIRER PHILADELPHIA MEDIA NETWORK LLC	340.60		2214
28460	01/08/19 JAYSTIRE JAY'S TIRE SERVICE LLC	25.00		2214
28461	01/08/19 MOWER THE MOWER SHOP	20.00		2214
28462	01/08/19 NATBATRY NATIONAL BATTERY COMPANY	399.45		2214
28463	01/08/19 NJDEP TREASURER, STATE OF NEW JERSEY	100.00		2214
28464	01/08/19 NJFIRE NJ DIVISION OF FIRE SAFETY	191.00		2214
28465	01/08/19 NJMVC NEW JERSEY MOTOR VEHICLE COMM	150.00		2214
28466	01/08/19 NJUAJIF NJ UTILITY AUTHORITIES JIF	62,967.00		2214
28467	01/08/19 PSEG PUBLIC SERVICE ELEC & GAS CO.	15,909.46		2214
28468	01/08/19 SCHWER SCHWERING HARDWARE, INC.	206.24		2214
28469	01/08/19 SOUTHJ SOUTH JERSEY WELDING SPLY CO.	21.75		2214
28470	01/08/19 STEWART STEWART BUSINESS SYSTEMS	66.65		2214
28471	01/08/19 UNUM UNUM LIFE INSUR CO OF AMERICA	1,343.39		2214

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
OPERATING                      OPERATING ACCOUNT                      Continued					
28472	01/08/19	VERIZON VERIZON WIRELESS	259.67		2214
28473	01/08/19	WATERENV WATER ENVIRONMENT FEDERATION	451.00		2214
28474	01/08/19	WESTMONT WESTMONT HARDWARE, INC.	69.25		2214
Checking Account Totals					
			<u>Amount Paid</u>	<u>Amount Void</u>	
		Checks:	42	0	275,569.13
		Direct Deposit:	0	0	0.00
		Total:	<u>42</u>	<u>0</u>	<u>275,569.13</u>
Report Totals					
			<u>Amount Paid</u>	<u>Amount Void</u>	
		Checks:	46	0	455,021.68
		Direct Deposit:	0	0	0.00
		Total:	<u>46</u>	<u>0</u>	<u>455,021.68</u>

December 31, 2018  
10:16 AM

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

Page No: 1

Batch Id: CINDY

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Account Id	Service	Code	Type	Yr	Prd	Flat	Excess	Total	Descript	Prorate Flag	Date	Seq
51313000-0	Sewer	S10	B	18	3	51.50-	0.00	51.50-	NOT IN HOME - FIRE	N	12/31/18	1
EDWARDS, GOODRICH - FIRE 10/12/17												

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December 31, 2018  
10:17 AM

PENNSAUKEN SEWERAGE AUTHORITY  
Utility Bill Adjustment Batch Update Report

Page No: 1

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Batch: CINDY	Updated Billings:	1 Flat:	51.50-	Exc:	0.00	Ref Num:	3108
	Updated Deductions:	0 Flat:	0.00	Exc:	0.00		
	Total Entries:	1 Flat:	51.50-	Exc:	0.00	Total Updated:	51.50-

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January 3, 2019  
10:08 AM

PENNSAUKEN SEWERAGE AUTHORITY  
Utility Bill Adjustment Batch Update Report

Page No: 1

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Batch: CINDY	Updated Billings:	2 Flat:	25.75-	Exc:	0.00	Ref Num:	3110
	Updated Deductions:	0 Flat:	0.00	Exc:	0.00		
	Total Entries:	2 Flat:	25.75-	Exc:	0.00	Total Updated:	25.75-

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January 3, 2019  
10:07 AM

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

Page No: 1

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Batch Id: CINDY

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Account Id	Service	Code	Type	Yr	Prd	Flat	Excess	Total	Descript	Prorate	Flag	Date	Seq
60012195-0 GOTTLIEB, GORDON	Sewer	S10	B	18	4	51.50-	0.00	51.50-	CHG TO S11, SR RATE	N		01/03/19	1
60012195-0 GOTTLIEB, GORDON	Sewer	S11	B	18	4	25.75	0.00	25.75	CHG TO S11, SR RATE	N		01/03/19	2

December 20, 2018  
11:02 AM

PENNSAUKEN SEWERAGE AUTHORITY  
Utility Balance Adjustment Batch Update Report

Page No: 1

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Batch: CINDY Updated Entries: 5 Updated Principal: 0.00 Updated Penalty: 4.63- Ref Num: 16335

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December 20, 2018  
11:01 AM

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

Page No: 1

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Batch Id: CINDY

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Account Id	Service	Adj Code	Bill Code	Yr Prd	Principal	Penalty	Total	Descript	Date	Seq
20505000-0	Sewer	105		18 3	0.00	1.55-	1.55-	REMOVE PENALTY	12/20/18	1
					Balance Adjustment					
30523001-0	Sewer	105		18 3	0.00	0.77-	0.77-	REMOVE PENALTY	12/20/18	2
					Balance Adjustment					
50002000-0	Sewer	105		18 3	0.00	0.77-	0.77-	REMOVE PENALTY	12/20/18	3
					Balance Adjustment					
50553000-0	Sewer	105		18 3	0.00	0.77-	0.77-	REMOVE PENALTY	12/20/18	4
					Balance Adjustment					
50858000-0	Sewer	105		18 3	0.00	0.77-	0.77-	REMOVE PENALTY	12/20/18	5
					Balance Adjustment					

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

See Resolution 19-18

- B. Resolution 19-19 – Awarding Contract #19-02 – Annual Emergency Pump Station Repairs for 2019 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 19-19

- C. Resolution 19-20 – Awarding Contract #19-03 – Annual Service Contract for the Maintenance of Air Scrubber Systems Installed at Pump Stations 1 & 6 for the Fiscal Year 2019 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 19-20

- D. Resolution 19-21 – Authorizing the Executive Director to Endorse the TWA Application for the Project Known as Haddon Point Phase II.

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

See Resolution 19-21

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.

No Reports

The Chairman asked the Commissioners for any reports.

Mr. Lutz – Thank you for the appointment and Happy New Year.

**RESOLUTION OF THE PENNSAUKEN SEWERAGE AUTHORITY  
TO AWARD THE ANNUAL EMERGENCY SEWER SYSTEMS REPAIRS  
CONTRACT 19-01**

**WHEREAS**, the Pennsauken Sewerage Authority having met in Reorganization session on January 8, 2019; 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**, two bids were received with the apparent low bidder being Pioneer Pipe Contractors and the second apparent low bidder being SAR Automotive Equipment; and

**WHEREAS**, it is important to have the sewer repair services readily available to respond to sanitary sewer failures, to mitigate or prevent sewer system overflows effecting public well-being and the environment; and

**WHEREAS**, the notice to bidders and general conditions of the bid allow the Pennsauken Sewerage Authority the flexibility of awarding multiple contracts;

**WHEREAS**, the notice to bidders and general conditions of the bid allow the Pennsauken Sewerage Authority the flexibility of awarding multiple contracts;

**NOW, THEREFORE, BE IT RESOLVED** that the Pennsauken Sewerage Authority enters contracts with Pioneer Pipe Contractors and SAR Automotive Equipment for the Annual Emergency Sewer System Repairs, Contract 19-01, for the fiscal year 2019.

  
\_\_\_\_\_  
Bill Orth, Secretary

**ROLL CALL:**

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

**ADOPTED:** January 8, 2019

**RESOLUTION OF THE PENNSAUKEN SEWERAGE  
AUTHORITY TO AWARD THE ANNUAL EMERGENCY  
PUMP STATION REPAIRS  
CONTRACT NO. 19-02**

**WHEREAS**, the Pennsauken Sewerage Authority (“PSA”) having met in the Reorganization session on January 8, 2019; and

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

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

**NOW THEREFORE BE IT RESOLVED**, that the Pennsauken Sewerage shall enter a contract with Municipal Maintenance, Inc. in an amount of \$158,975.00.00 for the Annual Emergency Pump Station Repairs, fiscal year 2019.

  
Bill Orth, Secretary

**ROLLCALL:**

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

**ADOPTED:** January 8, 2019

**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. 19-03**

**WHEREAS**, the Pennsauken Sewerage Authority (“PSA”) having met in the Reorganization session of January 8, 2019; and

**WHEREAS**, the PSA 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 \$21,720.00 for the Maintenance of Air Scrubber Systems Installed at Pump Stations 1 & 6 for the fiscal year 2019.



Bill Orth, Secretary

**ROLLCALL:**

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

**ADOPTED:** January 8, 2019

**RESOLUTION OF THE PENNSAUKEN SEWERAGE AUTHORITY  
AUTHORIZING THE EXECUTIVE DIRECTOR TO ENDORSE  
THE TREATMENT WORKS APPLICATION FOR THE PROJECT KNOWN AS  
HADDON POINTE PHASE II**

**WHEREAS**, the Pennsauken Sewerage Authority having met in Reorganization Session on January 8, 2019; and

**WHEREAS**, the Pennsauken Sewerage Authority wishes to submit an executed Treatment Works Application for the project known as Haddon Pointe II to the New Jersey Department of Environmental Protection for their approval; and

**WHEREAS**, the application has been reviewed by T&M Associates and found to be complete and correct;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners hereby authorize the Executive Director to execute and submit the Treatment Works Permit Application for Haddon Pointe Phase II.

  
\_\_\_\_\_  
Bill Orth, Secretary

**ROLL CALL:**

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

**ADOPTED:** January 8, 2019



**PENNSAUKEN SEWERAGE AUTHORITY**  
**REVENUES-JANUARY 1, 2018 - DECEMBER 31, 2018**  
**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	2,655,000.00	\$ 76,817.62	\$ 2,465,643.92	\$ 76.50	\$ 2,659,767.53
4004 COMMERCIAL	1,260,000.00	\$ 59,754.41	\$ 1,581,555.44	\$ 47,553.97	\$ 1,462,856.48
4005 PENALTY	40,000.00	\$ 1,399.65	\$ 36,012.50	\$ 3,568.03	\$ 38,431.49
4002 MERCH	205,000.00		\$ 102,738.52	\$ 102,918.50	\$ 205,657.02
4003 C/H	31,000.00		\$ 4,582.40		\$ 32,333.36
4012 OTHER INCOME	3,000.00		\$ 59,608.32		\$ 59,608.32
4013 INVEST INT	1,000.00	\$ 532.21	\$ 6,052.25		\$ 6,052.25
4014 TRUSTEE INT	5,000.00	\$ 330.53	\$ 16,069.44		\$ 16,069.44
4016 PERMITS (RES)	5,000.00	\$ 100.00	\$ 3,175.00		\$ 3,175.00
4019 PERMITS (COMM)	25,000.00		\$ 29,540.00		\$ 29,540.00
4021-PERMITS (MERCH)	1,000.00		\$ -		\$ -
4020-JIF INS PREMIUM	12,000.00	\$33,414.00	\$ 33,414.00		\$ 33,414.00
4017-18- FILING-INSP.	\$500.00		\$ 90.00		\$ 105.00
4050 INT./NOTES PAY.	500.00		\$ 5.71		\$ 12.03
Anticipated Balance	-				
<b>TOTALS</b>	<b>4,244,000.00</b>	<b>172,348.42</b>	<b>4,338,487.50</b>	<b>154,117.00</b>	<b>4,547,021.92</b>
		<b>BUDGET</b>	<b>MTD</b>	<b>YTD</b>	<b>REMARKS</b>
<b>ASSETS/CAPITAL</b>		<b>\$ 290,000.00</b>	<b>\$ -</b>		

<u>CASH BALANCES</u>	<u>AMOUNT</u>
<b>GENERAL CHECKING</b>	\$1,162,748.46
<b>PAYROLL</b>	\$28,042.13
<b>REVENUE</b>	\$ 61,406.99
<b>DEBT. SERVICE</b>	NA
<b>DEBT. SERV. RESERVE</b>	\$ 262,543.22
<b>R &amp; R</b>	\$ 251,251.85
<b>GENERAL</b>	\$ 257,542.82

**Investments under Trustee Accounts:**

53,339.52 CD with 1st Colonial Bank @ 2.0% - MATURES 07/23/20  
183,789.69 CD with 1st Colonial Bank @ 1.50% - MATURES 12/24/18  
78,371.93 CD with 1st Colonial Bank @ 2% - Matures 4/29/21  
101,997.25 CD with 1st Colonial Bank @ 1.5% - Matures 4/29/2019  
220,194.54 Money Market

**Principal lend-a-hand balances as of December 31, 2018:**

**\$ 4,649.57**

D. Brittin

\$4,649.57

Revenue Account Range: 01-00-410-000 to 01-00-430-001  
 Expend Account Range: 01-01-510-500 to 01-03-600-002  
 Print Zero YTD Activity: No  
 Include Non-Anticipated: Yes  
 Include Non-Budget: Yes  
 Year To Date As of: 12/31/18  
 Current Period: 12/01/18 to 12/31/18  
 Prior Year: 12/01/17 to 12/31/17

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/deficit	% Real
01-00-410-001	Residential	226.50	2,655,000.00	76.50	2,659,767.53	0.00	4,767.53	100
01-00-410-002	Merchantville	206,055.54	205,000.00	102,918.50	205,657.02	0.00	657.02	100
01-00-410-003	Cherry Hill	0.00	31,000.00	0.00	32,333.36	0.00	1,333.36	104
01-00-410-004	Commercial	52,359.25	1,259,500.00	47,553.97	1,462,856.48	0.00	203,356.48	116
01-00-410-005	A/R Penalty	3,508.84	40,000.00	3,568.03	38,431.49	0.00	1,568.51-	96
01-00-415-001	Permits- Residential	400.00	5,000.00	0.00	32,415.00	0.00	27,415.00	648
01-00-415-002	Permits - Commercial	0.00	25,000.00	0.00	200.00	0.00	24,800.00-	1
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	125.00	3,000.00	125.00	59,733.32	0.00	56,733.32	***
01-00-420-002	Application and Inspection Fees	15.00	500.00	0.00	105.00	0.00	395.00-	21
01-00-420-004	JIF Insurance Premium Refund	11,990.24	12,000.00	33,414.00	33,414.00	0.00	21,414.00	278
01-00-420-005	Int on Lend-a-Hand Accounts	4.64	500.00	0.00	12.03	0.00	487.97-	2
01-00-425-001	Interest from Operating Fund	359.00	1,000.00	532.21	6,052.25	0.00	5,052.25	605
01-00-425-002	Interest from Trustee Accounts	152.92	5,000.00	0.00	15,738.91	0.00	10,738.91	315
	OPERATING REVENUES Revenue Total	275,196.93	4,243,500.00	188,188.21	4,546,716.39	0.00	303,216.39	107

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
01-01-510-500	ADMINISTRATION SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0
01-01-510-501	ADMIN PSA Management	26,015.71	260,000.00	25,808.18	255,674.18	0.00	4,325.82	98
01-01-510-502	ADMIN Office Staff	23,051.30	272,000.00	26,655.80	271,474.99	0.00	525.01	100
01-01-510-503	ADMIN: Commissioners	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 Liabil	0.00	107,720.00	0.00	107,599.00	0.00	121.00	100
01-01-510-602	ADMIN: FICA/SOCIAL SECURITY/MEDICARE	3,201.06	50,000.00	3,683.00	42,965.40	0.00	7,034.60	86
01-01-510-603	ADMIN: SUI/SDI/FLI	14.25	4,000.00	50.30	2,896.82	0.00	1,103.18	72
01-01-510-604	ADMIN: Hospital Benefits	446.35	140,000.00	446.35	134,218.43	0.00	5,781.57	96
01-01-510-605	ADMIN: Vision, Dental & RX	1,391.73	50,000.00	1,437.82	48,869.28	0.00	1,130.72	98
01-01-510-607	ADMIN: Sick/Vac Payback	2,676.63	54,000.00	5,250.00	53,762.55	0.00	237.45	100
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	1,500.00	37,000.00	0.00	32,700.00	0.00	4,300.00	88
01-01-510-723	ADMIN: Other Professional Fees	2,400.00	20,000.00	100.00	11,965.50	0.00	8,034.50	60
01-01-510-736	ADMIN: Public Officials Liab.	0.00	8,100.00	0.00	8,058.98	0.00	41.02	99
01-01-510-750	ADMIN: Office Supplies & Expense	363.50	15,000.00	128.19	9,663.20	0.00	5,336.80	64

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
01-01-510-751	ADMIN: Postage	23.85	11,000.00	0.00	9,746.68	0.00	1,253.32	89
01-01-510-752	ADMIN: Advertising & Printing	263.36	15,000.00	196.58	7,680.09	0.00	7,319.91	51
01-01-510-753	ADMIN: Telephone	2,039.85	23,000.00	1,465.44	19,078.37	0.00	3,921.63	83
01-01-510-754	ADMIN: Miscellaneous Exp	270.39	3,585.00	207.00	1,066.55	0.00	2,518.45	30
01-01-510-755	ADMIN: Service Contracts	457.19	16,500.00	278.29	15,561.29	0.00	938.71	94
01-01-510-756	ADMIN: Equipment Rental	747.00	4,500.00	0.00	2,988.00	0.00	1,512.00	66
01-01-510-757	ADMIN: Building Utilities	2,429.15	25,400.00	2,369.98	19,409.31	0.00	5,990.69	76
01-01-510-758	ADMIN: Building Exp. & Repairs	389.96	17,900.00	463.63	14,417.97	0.00	3,482.03	81
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	900.00	12,000.00	0.00	11,480.22	0.00	519.78	96
01-01-510-763	ADMIN: Civic Involvement	150,000.00	182,500.00	0.00	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	OBW: Union salaries	91,558.80	968,000.00	97,146.37	947,491.32	0.00	20,508.68	98
01-02-520-506	OBW: Management salaries	19,199.72	198,000.00	19,000.00	197,600.00	0.00	400.00	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	OBW: PERS	23.33	107,720.00	0.00	107,599.00	0.00	121.00	100
01-02-520-602	OBW: FICA/SOCIAL SECURITY/MEDICARE	9,396.77	95,000.00	9,768.05	94,048.20	0.00	951.80	99
01-02-520-603	OBW: SUI/SDI/FIL	87.70	6,000.00	36.59	4,972.75	0.00	1,027.25	83
01-02-520-604	OBW: Hospitalization Benefits	184.40	320,000.00	322.70	308,045.15	0.00	11,954.85	96
01-02-520-605	OBW: Vision, Dental & Rx	2,177.08	121,700.00	2,335.31	112,865.60	0.00	8,834.40	93
01-02-520-607	OBW: Sick/vac Payback	8,343.85	87,500.00	9,616.00	69,642.15	0.00	17,857.85	80
01-02-520-608	OBW: Uniform Exp,	0.00	8,000.00	0.00	2,324.88	0.00	5,675.12	29
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	OBW: Engineer Fees	4,480.91	40,000.00	5,863.19	34,329.86	0.00	5,670.14	86
01-02-520-731	OBW: General Liability/Auto Ins	0.00	21,000.00	0.00	20,867.48	0.00	132.52	99
01-02-520-732	OBW: Worker's Comp Insurance	0.00	46,500.00	0.00	46,460.06	0.00	39.94	100
01-02-520-733	OBW: Property/Insurance	0.00	45,000.00	0.00	44,853.40	0.00	146.60	100
01-02-520-735	OBW: Fund Expense (JIF)	0.00	5,000.00	0.00	4,522.06	0.00	477.94	90
01-02-520-741	OBW: Uninsured Liabilities	0.00	10,000.00	0.00	0.00	0.00	10,000.00	0
01-02-520-755	OBW: Service Contracts	1,734.00	30,000.00	1,705.00	11,389.00	0.00	18,611.00	38
01-02-520-764	OBW: Station Utilities	20,364.24	200,000.00	25,617.32	161,140.79	0.00	38,859.21	81
01-02-520-765	OBW: Trash Removal	7,994.45	12,000.00	888.87	4,174.16	0.00	7,825.84	35
01-02-520-766	OBW: Oper & Maint Expense	331.84	33,000.00	2,067.92	32,029.23	0.00	970.77	97
01-02-520-767	OBW: Safety Expense	0.00	5,000.00	0.00	2,021.83	0.00	2,978.17	40
01-02-520-768	OBW: Landscaping	0.00	3,000.00	0.00	1,344.63	0.00	1,655.37	45
01-02-520-769	OBW: Vehicle & Repair Exp	4,844.18	40,000.00	152.61	9,323.25	0.00	30,676.75	23
01-02-520-770	OBW: Fuel/Tolls/Mileage Exp	0.00	50,000.00	0.00	18,254.58	0.00	31,745.42	37
01-02-520-771	OBW: Collection System Expense	2,555.00	60,400.00	4,172.73	25,305.03	0.00	35,094.97	42
01-02-520-772	OBW: Emergency Repairs	21,550.00	155,000.00	0.00	154,111.50	0.00	888.50	99

PENNSAUKEN SEWERAGE AUTHORITY  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
01-02-520-773	O&M: Emergency Station Repairs	46,883.38	143,000.00	32,475.00	89,093.35	0.00	53,906.65	62
01-02-520-774	O&M: Chemicals	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
01-02-520-775	O&M Permits & Licensing	0.00	6,000.00	0.00	5,651.00	0.00	349.00	94
01-03-600-001	Bond Debt (Principal)	0.00	45,550.00	0.00	45,542.36	0.00	7.64	100
01-03-600-002	Bond Debt (Interest)	0.00	6,425.00	0.00	6,194.14	0.00	230.86	96
	OPERATING FUND Expend Total	464,080.94	4,243,500.00	432,724.85	3,863,113.57	0.00	380,386.43	90
Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expended	Total Available Revenues
01	OPERATING FUND	275,196.93	188,188.21	4,546,716.39	464,080.94	432,724.85	3,863,113.57	683,602.82

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expended	Total Available Revenues
	Final Total	275,196.93	188,188.21	4,546,716.39	464,080.94	432,724.85	3,863,113.57	683,602.82

## Superintendent's Report

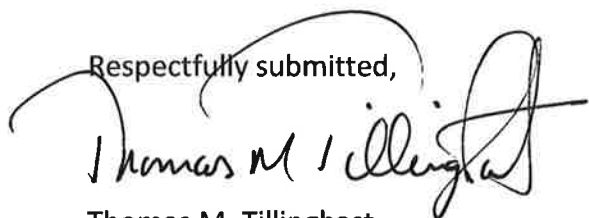
Meeting of January 8, 2019

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

In regular and preventative maintenance we flushed 48,608 feet of gravity sewer main. 1,063 feet was root cut and 7,406 feet was inspected using our CCTV equipment. We responded to 52 calls for service. The call breakdown is as follows:

Main Line stoppages:	1
Vent stoppages:	16
Station alarms:	4
Miscellaneous services:	31

Respectfully submitted,



Thomas M. Tillinghast  
Superintendent

Mr. Schofield – Thank you for the appointment and Happy New Year.

Mr. Archible –Happy New Year.

Mr. Ellis – Happy New Year.

Mr. Pennestri – Happy New Year.

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.

Mr. Orth said Happy New Year to everyone.

Correspondence:

#1 Ltr from T & M re Haddon Point Phase II Connection & TWA.....1/4/19

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 4, 2019

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

Re: PSA Connection Application  
 Haddon Pointe Phase II  
 2100 Haddonfield Road  
 Block 2604, Lots 1, 1.01 & 3  
 T&M File No: PNSAR0070  
**REVISED**

Dear Mr. Orth:

T&M Associates has received a submission of the following materials for review, in support of the Connection Application for Haddon Pointe Phase II (formerly Renaissance Walk, Pennsauken Mart), located at 2100 Haddonfield Road. These plans have been revised to address comment contained in our November 9, 2018 review letter.

- Connection Application
- Sewer Construction Cost Estimate Prepared by K2 Consulting Engineers, Inc.
- Plans Prepared by K2 Consulting Engineers, Inc.

<u>Sheet</u>	<u>Title</u>	<u>Date/Revision</u>
2 of 28	Project Information Sheet	09-21-18
11 & 12 of 28	Utility Plan	09-21-18/11-29-18
19-21 of 28	Roadway Profiles	09-21-18/11-29-18
27 of 28	Sanitary & Water Construction Details	09-21-18/11-29-18

This Connection Application is for the proposed connection to the Authority's existing gravity sewer main. The proposed 8-inch sewer will direct flow from the 189 proposed Haddon Pointe Phase II townhouse dwellings to an existing sanitary sewer manhole located along the frontage of Route 73. The project will dedicate the roadways within the development to Pennsauken Township, and the 3,500 linear feet of sewer main will be dedicated to the Authority.

Based on the information provided, the following fees apply

Initial Application Fee:	\$	<b>15.00</b>	(Provided)
Connection Fee Breakdown:	\$	2,386.00	(Basic Connection Charge First 3 Units)
	+	<u>\$119,040.00</u>	(Connection Charge an Additional 186 Multiple Family Units @ \$640/Unit)
Connection Fee Total:		<b>\$121,426.00</b>	





Mr. William F. Orth, Executive Director  
Re: PSA Connection Application  
Haddon Pointe Phase II  
Pennsauken Township, Camden County

January 4, 2019  
Page 2

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Initial Escrow Fee:	\$ 2,500.00 (Provided)
Performance Bond contingency)	\$119,808.00 (Estimated construction cost plus 20%)
Inspection Escrow	\$ 5,990.40 (5% of construction cost plus 20% contingency)

**Review Comments**

1. There is a utility conflict at the intersection of Kohlmyer Drive and Ortiz Drive with the proposed water main and Sanitary MH#21. This conflict shall be resolved.
2. The utility plans should be labeled as "Final for Sewer" prior to submission to the NJDEP for TWA approval.

We have found all other aspects application to be complete and accurate. We recommend the Pennsauken Sewerage Authority endorse the Statement of Consent, Section A-2 *Consent by Sewerage Authority*, found on the top of page two of the consent form, and also signed Section B *Certification by Water Conveyance System Owner* found on the top of page 3.

After signature, two copies of the application should be returned to the Applicant along with a copy of the resolution approving the project. These items are required for the Applicant's submission to the CCUA and NJDEP.

If you should have any questions, please contact our office.

Very truly yours,

T&M ASSOCIATES

A Maxwell Peters, P.E., C.M.E.  
Principal Engineer

c: Thom Tillinghast, PSA Superintendent (via email)  
Mr. Marco DiBattista, PSA Treasurer (via email)  
Jim Karanzalis, Haddon Point Management, LLC  
Karen Ehrgott, Delco Development  
John Kornick, PE, K2 Consulting Engineers