

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

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

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

Mr. Oren Lutz  
Mr. Gregory Schofield  
Mr. Dennis Archible  
Mr. Tim Ellis  
Mrs. Marie McKenna

Also present were:

Mr. Marco DiBattista, Executive Director  
David A. Luthman, Solicitor  
Mr. Anthony Figueroa, Superintendent  
Mr. Dennis Yoder, Remington & Vernick Engineers

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

Mr. Luthman presented Resolution 24-01 – Appointment of the office of Chairman.

Mr. Schofield moved for adoption of Resolution 24-01 with the name of Oren Lutz as Chairman, seconded by Mr. Archible. On roll call all Commissioners present voted yes and the motion carried.

See Resolution No. 24-01

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

Chairman Lutz presented Resolution 24-02 – Appointment of the Office of Vice-Chairman.

Mr. Lutz moved for adoption of Resolution 24-02 with the name of Gregory Schofield as Vice-Chairman, seconded by Mr. Archible. On roll call all Commissioners present voted yes and the motion carried.

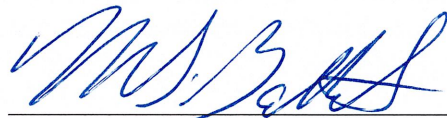
See Resolution No. 24-02

Mr. Luthman administered the Oath of Office to Vice Chairman Schofield and the document signed.

The Chairman presented the following group of appointments for F/Y 2024 from Resolution 24-03 to and including 24-07.

**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, 2024 or until his successor is elected.



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Marco DiBattista, Secretary

**ROLL CALL:**

Mr. Oren Lutz – Yes  
Mr. Gregory Schofield – Yes  
Mr. Dennis Archible – Yes  
Mr. Timothy Ellis – Yes  
Mrs. Marie McKenna – Yes

**ADOPTED: January 9, 2024**

# 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 .....9th..... day of  
.....January..... A.D. ~~19~~ 2024

.....  
David A. Luthman  
Attorney at Law  
State of New Jersey

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

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

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

**BE IT RESOLVED** by the Pennsauken Sewerage Authority that Gregory Schofield be and is hereby elected Vice-Chairman of the Pennsauken Sewerage Authority for the fiscal year ending December 31, 2024 or until his successor is elected.



Marco DiBattista, Secretary

**ROLL CALL:**

Mr. Oren Lutz – Yes  
Mr. Gregory Schofield – Yes  
Mr. Dennis Archible – Yes  
Mr. Timothy Ellis – Yes  
Mrs. Marie McKenna – Yes

**ADOPTED: January 9, 2024**



# 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 .....COMMISSIONER.....  
.....OF THE PENNSAUKEN SEWERAGE AUTHORITY.....  
according to the best of my ability. (So help me God).\*

Sworn and subscribed to before me  
this .....9th..... day of  
.....January..... A.D. ~~19~~ 2024

.....  
David A. Luthman  
Attorney at Law  
State of New Jersey

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

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

Resolution No. 24-03 – Appointment of David A. Luthman, Esquire as the Solicitor.

Resolution No. 24-04 – Appointment of T & M Associates, Inc., Remington & Vernick and Pennoni as Engineers.

Resolution No. 24-05 – Appointment of Bowman & Company as Auditors.

Resolution No. 24-06 – Appointment of Connor Strong Companies, Inc., as Insurance Broker/Risk Manager.

Resolution No. 24-07 – Appointment of Parker, McCay as Bond Council.

A motion was made by Mr. Archible, seconded by Mrs. McKenna, to approve Resolutions 24-03 to 24-07, Professional Appointments for F/Y 2024. On roll call all Commissioners present voted yes. The Professional Appointments stand approved.

See Resolutions 24-03 – 24-07

The Chairman presented Resolution 24-08 - Appointment of Marco DiBattista as Fund Commissioner & Anthony Figueroa as Alternate.

A motion was made by Mr. Mr. Archible, seconded by Mrs. McKenna, to approve Resolution 24-08, Appointment of Marco DiBattista as Fund Commissioner & Anthony Figueroa as Alternate. All Commissioners present voted yes.

See Resolution 24-08

The Chairman presented the following group of designations for F/Y 2024 from Resolution 24-09 to and including 24-13.

Resolution No. 24-09 – Cash Management Plan – Designation of Depository as 1<sup>st</sup> Colonial Bank.

Resolution No. 24-10 – Designation of Official Newspapers as All Around Pennsauken, Courier Post, Burlington County Times, and the Philadelphia Inquirer.

Resolution No. 24-11 – Bond of Treasurer.

Resolution No. 24-12 – Surety Bond for Employees

Resolution No. 24-13 – To Approve and Authorize the Designation of Superintendent, Anthony Figueroa, as the Public Agency Compliance Officer.

A motion was made by Mr. Archible, seconded by Mrs. McKenna, to approve Resolutions 24-09 to and including 24-13 of designations so stated. On roll call all Commissioners present voted yes. The designations stand approved.

See Resolutions 24-09 – 24-13

The minutes of the meeting of December 12, 2023 were presented for approval.

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

**WHEREAS**, the Pennsauken Sewerage Authority, (hereinafter referred to as “Authority”) having met for the purpose of reorganization on January 9, 2024 pursuant to N.J.S.A. 40:15A-1 et seq., and;


**WHEREAS**, the 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 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, 2024 through December 31, 2024 or until his successor has been appointed.
2. The 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, 2024 through December 31, 2024. 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.

  
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Marco DiBattista, Secretary

**ROLL CALL:**

Mr. Oren Lutz – Yes  
Mr. Gregory Schofield – Yes  
Mr. Dennis Archible – Yes  
Mr. Timothy Ellis – Yes  
Mrs. Marie McKenna – Yes

**ADOPTED: January 9, 2024**

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

**WHEREAS**, the Pennsauken Sewerage Authority, (hereinafter referred to as “Authority”) having met for the purpose of reorganization on January 9, 2023, and;

**WHEREAS**, the 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 2024 Budget, and;

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

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

1. **Remington & Vernick Engineers, T&M Associates, Inc., and Pennoni** are hereby appointed and employed as Consulting Engineers to the Pennsauken Sewerage Authority for a term of January 1, 2024 through December 31, 2024 or until a successor has been appointed.
2. The Consulting Engineer shall enter a contract with the Authority in the form annexed hereto which form is expressly approved.
3. The Secretary of the Authority shall cause the following legal advertisement to be placed once in a newspaper authorized to publish the Authority’s advertisements.

**PLEASE TAKE NOTICE** that **Remington & Vernick Engineers, T&M Associates, Inc., and Pennoni** have been appointed as Consulting Engineers to the Pennsauken Sewerage

Authority for a term of January 1, 2024 through December 31, 2024. The Consulting Engineers shall be paid for such other work as may be required by and performed for the 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 Authority and Consulting Engineer, which is in a file and available for public inspection in the office of the Pennsauken Sewerage Authority, 1250 John Tipton Blvd., Pennsauken, New Jersey.



Marco DiBattista, Secretary

**ROLL CALL:**

Mr. Oren Lutz – Yes  
Mr. Gregory Schofield – Yes  
Mr. Dennis Archible – Yes  
Mr. Timothy Ellis – Yes  
Mrs. Marie McKenna – Yes

**ADOPTED: January 9, 2024**

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

**WHEREAS**, the Pennsauken Sewerage Authority (hereinafter referred to as “Authority”), having met for the purpose of reorganization on January 9, 2023, and;

**WHEREAS**, the Authority finds it necessary and advisable to appoint and employ an auditor for the Fiscal Year 2024 and has appropriated sufficient sums for the employment of an auditor in its Fiscal Year budget, and;

**WHEREAS**, the 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, 2024 through December 31, 2024 or until a successor has been appointed.
2. The Auditor shall enter a contract with the Authority in the form annexed hereto which form was expressly approved.
3. The Secretary of the 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, 2024 through December 31, 2024.

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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Marco DiBattista, Secretary

**ROLL CALL:**

Mr. Oren Lutz – Yes  
Mr. Gregory Schofield – Yes  
Mr. Dennis Archible – Yes  
Mr. Timothy Ellis – Yes  
Mrs. Marie McKenna – Yes

**ADOPTED: January 9, 2024**

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

**WHEREAS**, the Pennsauken Sewerage Authority (hereinafter referred to as “Authority”) having met for the purpose of reorganization on January 9, 2024, and;

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

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

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

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

1. **Connor Strong Companies, Inc.** is hereby awarded a contract to act as the Insurance Broker of Record and Risk Manager for the Pennsauken Sewerage Authority and is hereby authorized to place all insurance coverage requested by and for the Authority and to provide Risk Management services, the adequacy and nature of which shall be determined by the Executive Director of the Authority.
2. The term of the award shall be from January 1, 2024 through December 31, 2024 or until a successor has been appointed.
3. The Secretary of the Authority shall cause the following notice to be published once in a newspaper authorized to publish the Authority’s notices.

**PLEASE TAKE NOTICE** that **Connor Strong Companies, Inc.** has been appointed the Insurance Broker of Record for the Pennsauken Sewerage Authority for a term of January 1, 2024 through December 31, 2024. 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.



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Marco DiBattista, Secretary

**ROLL CALL:**

Mr. Oren Lutz – Yes  
Mr. Gregory Schofield – Yes  
Mr. Dennis Archible – Yes  
Mr. Timothy Ellis – Yes  
Mrs. Marie McKenna – Yes

**ADOPTED: January 9, 2024**

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

**WHEREAS**, the Pennsauken Sewerage Authority, (hereinafter referred to as “Authority”) having met for the purpose of reorganization on January 9, 2024 pursuant to N.J.S.A. 40:15A-1 et seq.; and

**WHEREAS**, the 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 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 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 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 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, 2024 through December 31, 2024 or until a successor has been appointed.
2. The aforementioned Bond Counsel shall enter a contract with the Authority in conformance with its response to the Authority’s RFP for that position.
3. The Secretary of the 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, 2024 through December 31, 2024.



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Marco DiBattista, Secretary

**ROLL CALL:**

Mr. Oren Lutz – Yes  
Mr. Gregory Schofield – Yes  
Mr. Dennis Archible – Yes  
Mr. Timothy Ellis – Yes  
Mrs. Marie McKenna – Yes

**ADOPTED: January 9, 2024**

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

**WHEREAS**, the Pennsauken Sewerage Authority, (hereinafter referred to as “Authority”) having met for the purpose of reorganization on January 9, 2024 pursuant to N.J.S.A. 40:15A-1 et seq.; and

**WHEREAS**, the 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 **Marco DiBattista** to serve as the Authority’s Fund Commissioner and appoint **Anthony Figueroa** to serve as the Alternate for a term starting January 1, 2024 and ending December 31, 2024 or until their successors are appointed.



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Marco DiBattista, Secretary

**ROLL CALL:**

Mr. Oren Lutz – Yes  
Mr. Gregory Schofield – Yes  
Mr. Dennis Archible – Yes  
Mr. Timothy Ellis – Yes  
Mrs. Marie McKenna – Yes

**ADOPTED: January 9, 2024**

**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, 2024 and ending December 31, 2024.

**I. Designation of Legal Public Depository**

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

**II. Accounts Held by Designated Legal Public Depositories**

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

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

### III. **Accounts Held By The Trustee**

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

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

**B. Special Instructions to Trustee:**

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

a. Required Balance

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

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

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

**IV. Investments of Bond Service Fund Amounts**

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

**V. Investment Broker**

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



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

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

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

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

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

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

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

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

(d) which is in compliance with rules adopted pursuant to the “Administrative Procedure Act” P.L. 1968, c.410 (C.52:15B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;

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

(f) which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank located within this State, or through a broker-dealer which, at the time or purchase or redemption, has been registered continuously for a period of at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through s securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

## **VII. Investment Policies**

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

## **VIII. Records**

A. When the securities so purchased are received by the Authority, or by the Trustee or Investment Broker on behalf of the Authority, the Treasurer shall duly record the receipt thereof in an appropriate manner and, at the next regular or special meeting after such

receipt, shall transmit a written report to the members of the Authority setting forth the amount of securities so received, the series, date, numbers and interest periods, if any, thereof and shall transmit said securities to Trustee, for safe keeping. The written report shall be recorded in the minutes of such meeting.

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

- A. The cash management plan shall be approved annually by majority vote of the Authority and may be modified from time to time in order to reflect changes in federal or state law or regulations, or in the designations of depositories, funds or investment instruments or the authorization for investments. The Executive Director or, in his absence, the Treasurer shall be charged with administering the plan. The person so charged with administering the plan shall consult with the Authority solicitor, auditor and investment broker from time to time to insure the proper administration of the plan.
  
- B. The person charged with administering the plan shall deposit or invest the monies of the Authority as designated or authorized by the cash management plan and shall thereafter, be relieved of any liability for loss of such monies due to the insolvency or closing of any depository designated by, or the decrease in value of any investments authorized by, the cash management plan.
  
- C. Any official of the Authority involved in the designation of depositories or in the authorization for investments as permitted pursuant to the cash management plan, or any combination of the proceeding, or the selection of an entity seeking to sell an investment to the Authority who has a material business or personal relationship with the organization, shall disclose that relationship to the Authority and to the Local Finance Board or the Municipal Ethics Board, as appropriate.

**X. Payment of Bills by Authority**

- A. The Authority shall not pay out any of its monies:
  - 1. unless the person claiming or receiving the same shall first present a detailed

bill of items or demand, specifying particularly how the bill or demand is made up, with the certification of the party claiming payment that it is correct, and

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

B. Notwithstanding the provisions of paragraph A herein, the Authority may, by resolution:

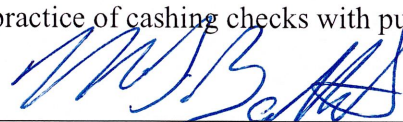
1. provide for and authorize payment of advances to officers and employees of the Authority toward their expenses for authorized official travel and incidental expenses, in a manner consistent with N.J.S.A. 40A:5-16.1;

2. provide for and authorize payment of an advance to any nonprofit organization or agency with which the Authority has entered into a service contract, for the purpose of meeting service programs startup costs, in a manner consistent with N.J.S.A. 40A:5-16.2; or

3. provide for and authorize payment in advance of estimated administrative or direct service costs to the Authority or to any other party participating in a statutorily authorized joint, inter-local or other cooperative activity, in a manner consistent with N.J.S.A. 40A:5-16.3.

**XI. Check Cashing Prohibited**

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



\_\_\_\_\_  
Marco DiBattista, Secretary

**ROLL CALL:**

Mr. Oren Lutz – Yes

Mr. Gregory Schofield – Yes

Mr. Dennis Archible – Yes

Mr. Timothy Ellis – Yes

Mrs. Marie McKenna – Yes

**ADOPTED: January 9, 2024**

**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 **All Around Pennsauken, the 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, 2024 and ending December 31, 2024.



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Marco DiBattista, Secretary

**ROLL CALL:**

Mr. Oren Lutz – Yes  
Mr. Gregory Schofield – Yes  
Mr. Dennis Archible – Yes  
Mr. Timothy Ellis – Yes  
Mrs. Marie McKenna – Yes

**ADOPTED: January 9, 2024**

**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).

  
\_\_\_\_\_  
Marco DiBattista, Secretary

**ROLL CALL:**

Mr. Oren Lutz – Yes  
Mr. Gregory Schofield – Yes  
Mr. Dennis Archible – Yes  
Mr. Timothy Ellis – Yes  
Mrs. Marie McKenna – Yes

**ADOPTED: January 9, 2024**

**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.



Marco DiBattista, Secretary

**ROLL CALL:**

Mr. Oren Lutz – Yes  
Mr. Gregory Schofield – Yes  
Mr. Dennis Archible – Yes  
Mr. Timothy Ellis – Yes  
Mrs. Marie McKenna – Yes

**ADOPTED: January 9, 2024**



**RESOLUTION APPROVING AND AUTHORIZING THE DESIGNATION OF SUPERINTENDENT, ANTHONY FIGUEROA, 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, **Anthony Figueroa**, to be the Public Agency Compliance Officer for the Authority.



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Marco DiBattista, Secretary

**ROLL CALL:**

Mr. Oren Lutz – Yes  
Mr. Gregory Schofield – Yes  
Mr. Dennis Archible – Yes  
Mr. Timothy Ellis – Yes  
Mrs. Marie McKenna – Yes

**ADOPTED: January 9, 2024**

A motion was made by Mr. Archible, seconded by Mrs. McKenna to approve the minutes as presented. On roll call all Commissioners present voted yes and the motion carried.

The Chairman stated the amount of bills to be paid is \$410,763.14.

A motion was made by Mr. Schofield, seconded by Mr. Archible to approve payment of the bills as presented. On roll call all Commissioners present voted yes and the motion carried.

See Bill List Attached

Approval of Utility Balance Adjustment Nos. 25872 and 25952 were presented.

A motion was made by Mr. Archible, seconded by Mr. Ellis to approve the balance adjustments. On roll call all Commissioners present voted yes and the motion carried.

See Journals Attached

The Chairman moved to Old Business.

There was no Old Business.

The Chairman moved to New Business.

- A. Resolution 24-14 – Awarding Contract #24-01 – Annual Emergency Sewer System Repairs for 2024 to River Front Recycling & Aggregate, LLC.

A motion was made by Mr. Archible, seconded by Mr. Ellis to approve the contract. On roll call all Commissioners present voted yes and the motion carried.

See Resolution 24-14

- B. Resolution 24-15 – Awarding Contract #24-02 – Annual Emergency Pump Station Repairs for 2024 to Municipal Maintenance, Inc.

A motion was made by Mr. Archible, seconded by Mr. Ellis to approve the contract. On roll call all Commissioners present voted yes and the motion carried.

See Resolution 24-15

- C. Resolution 24-16 – Authorizing Renewal of an Agreement Between the National Purchasing Cooperative Known as National Buyboard and the Pennsauken Sewerage Authority for Fiscal Year 2024.

A motion was made by Mr. Archible, seconded by Mr. Ellis Authorizing the Renewal of an Agreement Between the National Purchasing Cooperative Known as National Buyboard and the Pennsauken Sewerage Authority for the Fiscal Year 2024. On roll call all Commissioners present voted yes and the motion carried.

**JANUARY 9, 2024**

**PENNSAUKEN SEWERAGE AUTHORITY**

**MEETING FIGURE:**

**\$410,763.14**

Range of Checking Accts: OPER MAN WIRE to OPERATING      Range of Check Dates: 12/13/23 to 01/09/24  
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			
3534	12/19/23	PAYROLL PAYROLL ACCOUNT	33,329.99	12/31/23	2867
3535	12/27/23	PAYROLL PAYROLL ACCOUNT	32,772.51	12/31/23	2869
3536	12/31/23	PAYROLL PAYROLL ACCOUNT	34,421.28		2871
3538	01/09/24	PAYROLL PAYROLL ACCOUNT	83,605.81		2873
10924	01/09/24	NJDEP TREASURER, STATE OF NEW JERSEY	400.00		2872

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	5	0	184,529.59	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	5	0	184,529.59	0.00

OPERATING	OPERATING ACCOUNT	Amount Paid	Ref Num
31897	01/09/24 ABCON AB-CON EXTERMINATING INC.	35.00	2876
31898	01/09/24 ADVANCE ADVANCE AUTO PARTS	118.17	2876
31899	01/09/24 BIGDUES P.M.A.C.	1,000.00	2876
31900	01/09/24 BURLTIME BURLINGTON COUNTY TIMES	89.64	2876
31901	01/09/24 CCMUA CAMDEN COUNTY MUA	88.00	2876
31902	01/09/24 COMCAST COMCAST	363.98	2876
31903	01/09/24 DELTA DELTA DENTAL OF NJ, INC.	4,520.51	2876
31904	01/09/24 EDMUNDS EDMUNDS GOVTECH	10,577.89	2876
31905	01/09/24 EVOQUA EVOQUA WATER TECHNOLOGIES LLC	2,485.00	2876
31906	01/09/24 GALETON GALETON, INC.	526.55	2876
31907	01/09/24 GANNETT GANNETT NEW YORK/NEW JERSEY	210.73	2876
31908	01/09/24 GRAINGER GRAINGER	50.30	2876
31909	01/09/24 GROVE GROVE SUPPLY, INC.	276.50	2876
31910	01/09/24 HOMEDPO THE HOME DEPOT	8,222.25	2876
31911	01/09/24 INDALARM INDEPENDENT ALARM INC	840.00	2876
31912	01/09/24 JAYSTIRE JAY'S TIRE SERVICE LLC	210.00	2876
31913	01/09/24 JERSMAIL JERSEY MAIL SYSTEMS LLC	48.72	2876
31914	01/09/24 LUTHMAN DAVID A. LUTHMAN	1,516.67	2876
31915	01/09/24 MARCO MARCO'S	315.00	2876
31916	01/09/24 MM Municipal Maintenance Co. Inc.	101,775.34	2876
31917	01/09/24 NATBATRY NATIONAL BATTERY COMPANY	189.00	2876
31918	01/09/24 NJAMERWA NEW JERSEY AMERICAN WTR CO INC	183.95	2876
31919	01/09/24 NJAWSTA NEW JERSEY AMERICAN WATER	170.06	2876
31920	01/09/24 NJDEP TREASURER, STATE OF NEW JERSEY	1,175.00	2876
31921	01/09/24 NJFIRE NJ DIVISION OF FIRE SAFETY	191.00	2876
31922	01/09/24 NJMVC NEW JERSEY MOTOR VEHICLE COMM	150.00	2876
31923	01/09/24 NJUJIF NJ UTILITY AUTHORITIES JIF	75,626.00	2876
31924	01/09/24 NJWE NJ WATER ENVIRONMENT ASSOC.	66.00	2876
31925	01/09/24 OCC ONE CALL CONCEPTS, INC.	233.09	2876
31926	01/09/24 PETTY PETTY CASH	173.05	2876
31927	01/09/24 REBUILT REBUILT PARTS COMPANY	120.18	2876
31928	01/09/24 REPUBLIC REPUBLIC SERVICES OF NJ, LLC	338.55	2876
31929	01/09/24 RINGRAM RICHARD INGRAM	349.40	2876
31930	01/09/24 SCHWER SCHWERING HARDWARE, LLC	278.60	2876
31931	01/09/24 STEWART STEWART BUSINESS SYSTEMS	90.83	2876
31932	01/09/24 SYSTEM4 SYSTEM 4 OF SOUTHERN NJ	378.00	2876
31933	01/09/24 TM T & M ASSOCIATES	4,567.00	2876

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
OPERATING		OPERATING ACCOUNT			Continued
31934	01/09/24	UNIFIRST UNIFIRST FIRST AID CORP	330.96		2876
31935	01/09/24	UNUM UNUM LIFE INSUR CO OF AMERICA	1,368.23		2876
31936	01/09/24	USPOST UNITED STATES POSTAL SERVICE	5,354.00		2876
31937	01/09/24	VERIZON VERIZON WIRELESS	99.75		2876
31938	01/09/24	WATERENV WATER ENVIRONMENT FEDERATION	481.00		2876
31939	01/09/24	WBMASON W.B. MASON CO., INC.	868.11		2876
31940	01/09/24	WINNER WINNER FORD	181.54		2876

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	44	0	226,233.55	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	44	0	226,233.55	0.00

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	49	0	410,763.14	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	49	0	410,763.14	0.00

December 15, 2023  
09:58 AM

PENNSAUKEN SEWERAGE AUTHORITY  
Utility Balance Adjustment Batch Update Report

Page No: 1

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Batch: CINDY Updated Entries: 1 Updated Principal: 0.00 Updated Penalty: 7.43- Ref Num: 25872

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December 15, 2023  
09:58 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 Name	Service	Adj Code	Bill Code Transaction Type	Yr Prd	Principal Description	Penalty	Total	Date	Seq
90417001-0 GIAMBRONE ENTERPRISES LLC	Sewer	105	23 3 Balance Adjustment		0.00 REMOVAL OF PENALTIES	7.43-	7.43-	12/15/23	1

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Batch: CINDY Updated Entries: 2 Updated Principal: 0.00 Updated Penalty: 5.25- Ref Num: 25952

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Batch Id: CINDY

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Account Id Name	Service	Adj Code	Bill Code Transaction Type	Yr Prd Type	Principal Description	Penalty	Total	Date	Seq
60594000-0 TOBOLSKY, NELSON	Sewer	103	21	3	0.00 Balance Adjustment	1.75- ERROR DUE TO BKY DISMISSAL	1.75-	01/04/24	1
60594000-0 TOBOLSKY, NELSON	Sewer	103	21	4	0.00 Balance Adjustment	3.50- ERROR DUE TO BKY DISMISSAL	3.50-	01/04/24	2

**RESOLUTION OF THE PENNSAUKEN SEWERAGE AUTHORITY TO AWARD THE  
ANNUAL EMERGENCY SEWER SYSTEMS REPAIRS  
CONTRACT 24-01**

**WHEREAS**, the Pennsauken Sewerage Authority (hereinafter referred to as “Authority”) having met in Reorganization session on January 9, 2024; and

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

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

**WHEREAS**, four bids were received with the apparent low bidder being from River Front Recycling & Aggregate, LLC in the amount of \$387,663.55; and

**NOW, THEREFORE, BE IT RESOLVED** that the Pennsauken Sewerage Authority shall enter a contract with **River Front Recycling & Aggregate, LLC** in an amount of Three hundred eighty-seven Thousand, six hundred sixty-three dollars and 55 cents (\$387,663.55) for the Annual Emergency Sewer Systems Repairs.



Marco DiBattista, Secretary

**ROLL CALL:**

Mr. Oren Lutz – Yes  
Mr. Gregory Schofield – Yes  
Mr. Dennis Archible – Yes  
Mr. Timothy Ellis – Yes  
Mrs. Marie McKenna – Yes

**ADOPTED: January 9, 2024**



**RESOLUTION OF THE PENNSAUKEN SEWERAGE AUTHORITY  
TO AWARD THE ANNUAL EMERGENCY PUMP STATION REPAIRS  
CONTRACT 24-02**

**WHEREAS**, the Pennsauken Sewerage Authority (“PSA”) having met at their Reorganization Meeting on January 9, 2024; 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. in the amount of \$191,985.00.

**NOW, THEREFORE, BE IT RESOLVED**, that the Pennsauken Sewerage Authority shall enter a contract with Municipal Maintenance, Inc. in an amount of One Hundred Ninety-One Thousand, Nine Hundred Eight-Five Dollars and no cents (\$191,985.00) for the Annual Emergency Pump Station Repairs.



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Marco DiBattista, Secretary

**ROLL CALL:**

Mr. Oren Lutz – Yes  
Mr. Gregory Schofield – Yes  
Mr. Dennis Archible – Yes  
Mr. Timothy Ellis – Yes  
Mrs. Marie McKenna – Yes

**ADOPTED: January 9, 2024**

See Resolution 24-16

- D. Resolution 24-17 – Authorizing the Execution of a Professional Services Agreement with Bowman & Company

A motion was made by Mr. Archible, seconded by Mr. Schofield Authorizing the Execution of a Professional Services Agreement with Bowman & Company. On roll call all Commissioners present voted yes and the motion carried.

See Resolution 24-17

- E. Resolution 24-18 – Authorizing the Award of a Contract for the Purchase and Installation of a New Grundfos Dry Pit Submersible Pump for Pump Station #5 to Municipal Maintenance through the North Jersey Wastewater Cooperative Pricing System.

A motion was made by Mr. Archible, seconded by Mrs. McKenna, Authorizing the Award of a Contract for the Purchase and Installation of a New Grundfos Dry Pit Submersible Pump for Pump Station #5 to Municipal Maintenance through the North Jersey Wastewater Cooperative Pricing System. On roll call all Commissioners present voted yes and the motion carried.

See Resolution 24-18

- F. Resolution 24-19 – Authorizing Appointment of an Actuarial Consultant.

A motion was made by Mr. Archible, seconded by Mrs. McKenna, Authorizing the Appointment of an Actuarial Consultant. On roll call all Commissioners present voted yes and the motion carried.

See Resolution 24-19

- G. Resolution 24-20 - Authorizing a Budget Transfer for F/Y 2023.

A motion was made by Mr. Archible, seconded by Mr. Schofield, Authorizing a Budget Transfer for F/Y 2023. On roll call all Commissioners present voted yes and the motion carried.

See Resolution 24-20

- H. Resolution 24-21 – Regarding the Contract with the Executive Director, Marco DiBattista.

A motion was made by Mr. Archible, seconded by Mr. Schofield Regarding the Contract with the Executive Director, Marco DiBattista. On roll call all Commissioners present voted yes and the motion carried.

See Resolution No. 24-21

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

See Treasurer's Report

**RESOLUTION OF THE PENNSAUKEN SEWERAGE  
AUTHORITY AUTHORIZING THE RENEWAL OF AN  
AGREEMENT BETWEEN THE NATIONAL PURCHASING  
COOPERATIVE KNOWN AS NATIONAL BUYBOARD AND  
THE PENNSAUKEN SEWERAGE AUTHORITY FOR FISCAL YEAR 2024**

**WHEREAS**, the Pennsauken Sewerage Authority (hereinafter referred to as “Authority”) having met for the purpose of Reorganization on January 9, 2024; and

**WHEREAS**, the Authority became a member of the National Purchasing Cooperative (“Cooperative”) known as National BuyBoard (“BuyBoard”) effective with Resolution 21-23 dated 6/15/21; and

**WHEREAS**, the Authority entered into the Cooperative by executing a National Purchasing Cooperative Organizational Interlocal Agreement (“Agreement”) dated 6/18/21 that automatically renews each year for a term of one year.

**NOW, THEREFORE, BE IT RESOLVED**, PSA authorizes the renewal of the attached Agreement for the fiscal year 2024; and

**BE IT FURTHER RESOLVED**, that the execution of this Resolution is conclusive evidence of the Authority’s approval of this action and of the authority granted herein. PSA warrants that it has, and at the time of this action had, full power and lawful authority to adopt this resolution.



Marco DiBattista, Secretary

**ROLL CALL:**

- Mr. Oren Lutz – Yes
- Mr. Gregory Schofield – Yes
- Mr. Dennis Archible – Yes
- Mr. Timothy Ellis – Yes
- Mrs. Marie McKenna – Yes

**ADOPTED: January 9, 2024**

**RESOLUTION OF THE PENNSAUKEN SEWERAGE AUTHORITY  
TO AUTHORIZE THE EXECUTION OF A PROFESSIONAL SERVICES  
AGREEMENT WITH BOWMAN & COMPANY**

**WHEREAS**, the Pennsauken Sewerage Authority (“Authority”) has agreed to provide a Section 125 Cafeteria Plan (“Plan”) for its employees for the 2024 plan year; and

**WHEREAS**, in connection therewith it requires the services of a professional public account and consultant to assist in the administration of the Plan; and

**WHEREAS**, the Authority advertised and issued Requests for Proposals for public accounting services and reviewed and analyzed proposals received in response for responsiveness, qualification and ability to meet the Authority’s needs; and

**WHEREAS**, Bowman & Company (“Bowman”) submitted a qualified proposal and the Authority having awarded a professional services contract accordingly, and

**WHEREAS**, Bowman has offered to extend its services for the purpose of assisting the Authority with the administration of the Plan as set forth in a proposal dated October 19, 2023 (“Proposal”) the terms of which are incorporated herein by reference; and

**WHEREAS**, the Authority’s budget for professional services is sufficient to meet the obligations it will incur in connection with the Proposal; and

**WHEREAS**, the agreement is awarded through a fair and open process, in accordance with N.J.S.A. 19:44A-20.4, et seq.; and so

**THEREFORE, BE IT RESOLVED** by the Pennsauken Sewerage Authority that it authorizes the approval of the Proposal for those services related to its Section 125 Cafeteria Plan; and

**BE IT FURTHER RESOLVED** that this be classified as an extraordinary and unspicifiable service and professional service for the reasons described above, and as such not subject to the bid

provisions of the Local Public Contracts Law and Staff is hereby directed and authorized to execute the Proposal and take all other actions incidental thereto.



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Marco DiBattista, Secretary

**ROLL CALL:**

Mr. Oren Lutz – Yes  
Mr. Gregory Schofield – Yes  
Mr. Dennis Archible – Yes  
Mr. Timothy Ellis – Yes  
Mrs. Marie McKenna – Yes

**ADOPTED: January 9, 2024**

October 19, 2023

William Orth, Executive Director  
Pennsauken Sewerage Authority  
1250 John Tipton Boulevard  
Pennsauken, NJ 08110-2321

Dear Mr. Orth:

This letter is to confirm and specify the terms of our engagement with the Pennsauken Sewerage Authority for their Section 125 Cafeteria Plan for the 2024 Plan Year and to clarify the nature and extent of the services we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom services are performed to confirm the arrangements.

We will provide the following services:

- \* Attendance at an employee informational meeting and enrollment meeting, if requested;
- \* Record keeping of individual contributions to the plan, ordinary allowable claim review and preparation of advice to Payroll Department when applicable;
- \* We can accommodate debit cards, direct deposit, checks and processing through payroll;
- \* Employer and Employee access to Web-Portal for account review;
- \* Various Employer reports to be emailed to Administrator;
- \* Statements will be emailed or mailed to participants monthly;
- \* Testing to assure Plan complies with Internal Revenue Service Non-Discrimination Rules;
- \* Technical updates and management consulting relative to the plan.

We will use professional judgment in resolving questions or where there may be conflicts between the authorities' interpretations of the law and other supportable positions. Unless otherwise instructed by you, we will resolve such questions in your favor whenever possible.

The Internal Revenue Service and the Department of Labor may select your Plan for review. Any proposed corrective adjustments by the examining agent are subject to certain rights of appeal. In the event of such government examination, we will be available upon request to represent you and will render additional invoices for the time and expenses incurred.



Our fee for these services will be as follows:

Our professional fees for setting up plan software and all related communication materials:

- Yearly renewal fee \$300.00

Cafeteria Plan services which includes record keeping of contributions, tracking of disbursements, communication with payroll department regarding disbursements, discrimination testing and coordination of open enrollment process.

Up to 26 Participants Standard hourly billing rates below  
26+ Participants \$5.00/per participant per month

Other services, such as attendance at employee informational meetings, if requested, will be based upon the amount of time required at our standard hourly billing rates as listed below:

Partner	\$300.00
Senior Manager	215/240/270.00
Manager	190.00
Senior Associate	155.00
Associate	120.00
Intern/Co-op	85.00
General Administration/ Report Processing	75.00
Paraprofessional	108/154.00

All invoices are due and payable upon presentation. This engagement letter relates only to the plan specified above. If the foregoing fairly sets forth your understanding, please sign the enclosed copy of this letter in the space indicated and return it to our office.

We want to express our appreciation for this opportunity to work with you.

Very truly yours,

BOWMAN & COMPANY LLP



Michelle E. Gasiorowski

MEG :rmk  
Enclosure

APPROVED: 

BY: \_\_\_\_\_  
Marco DiBattista, Executive Director

DATE: 10/19/24

**RESOLUTION OF THE PENNSAUKEN SEWERAGE AUTHORITY  
AUTHORIZING THE AWARD OF A CONTRACT FOR THE  
PURCHASE AND INSTALLATION OF A NEW GRUNDFOS DRY PIT  
SUBMERSIBLE PUMP FOR PUMP STATION #5  
TO MUNICIPAL MAINTENANCE THROUGH THE NORTH JERSEY  
WASTEWATER COOPERATIVE PRICING SYSTEM**

**WHEREAS**, the Pennsauken Sewerage Authority (Authority) is the owner and operator of Pump Station #5 located at 8979 Bailey Avenue, Pennsauken, New Jersey; and

**WHEREAS**, operation of the pumping station requires use of various pieces of equipment including pumps; and

**WHEREAS**, one of the pumps owned by the Authority has reached the end of its useful life; and

**WHEREAS**, Authority staff has researched options and determined that the most cost effective is to obtain a Grandfos Submersible Dry Pit Pump (“Pump”); and

**WHEREAS**, the Authority is a member of the North Jersey Wastewater Cooperative Pricing System (“Cooperative”); and

**WHEREAS**, the Cooperative has conducted a procurement of the Pump and its installation through a process which complies with New Jersey’s Local Public Contracts Law; and

**WHEREAS**, Municipal Maintenance Co has been awarded a contract through the Cooperative and the Authority having determined that the price available through the Cooperative does not exceed the price otherwise available; and

**WHEREAS**, the Authority did advertise its intent to award a contract using the North Jersey Wastewater Cooperative Pricing System by publication in the Courier Post and Burlington County Times newspapers more than ten (10) days prior to this date; and

**WHEREAS**, the Authority’s Treasurer having certified as to the availability of funds in the Authority’s 2024 Capital Budget sufficient to meet the Authority’s maximum financial obligation under this contract,



**THEREFORE, BE IT RESOLVED** by the Pennsauken Sewerage Authority that it contract with Municipal Maintenance Co., for the purchase and installation of a Grundfos Dry Pit Submersible Pump for Pump Station #5 using the North Jersey Wastewater Cooperative Pricing System in the amount of Forty-Eight Thousand Three Hundred Thirty-Two Dollars and Twenty-Two Cents (\$48,332.22) as authorized by N.J.S.A. 52:34-6.2.



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Marco DiBattista, Secretary

**ROLL CALL:**

Mr. Oren Lutz – Yes  
Mr. Gregory Schofield – Yes  
Mr. Dennis Archible – Yes  
Mr. Timothy Ellis – Yes  
Mrs. Marie McKenna – Yes

**Adopted: January 9, 2024**



# Quotation

1352 Taylors Lane  
 Cinnaminson, NJ 08077  
 Ph: 856-786-9434  
 Fax: 856-786-0642  
 www.mmc-nj.com

Date: 12/6/2023  
 Quotation #: R230490

**Bill To:**  
 Patrick Olivo  
 Supervisor  
 The Pennsauken Sewerage Authority  
 1250 John Tipton Blvd.  
 Pennsauken NJ, 08110  
[polivo@psewer.com](mailto:polivo@psewer.com)

Quote valid for: 30 days  
 Payment Terms: Net 30 Days  
 Lead Time Estimate: Valid for 30 days  
 Estimated Lead Time: As shown below

**Project Name: Pennsauken - Bon Air PS - Pump #2 - Supply and Install Replacement Grundfos Drypit Submersible Pump**

Item	Qty	Description	Unit Price	Total Price
1.	1	<b>Supply Only One (1) Grundfos Solids Handling Submersible Pump as follows:</b> • Model SE.A40.330.4.52H.EX.61R.A • Includes Open S-Tube impeller for passing solids • 4 inch dia. ANSI flange discharge, 6 inch dia. suction • Includes 33 HP, 3 x 230/460 V, drypit submersible motor with 49.2 foot cable - FLA: 80/40 amps - Explosion Proof Rated • Drypit submersible motor with closed loop cooling for continuous drypit operation • Pump is equipped with NC moisture sensors and thermal switches • Includes thermal/ seal relay • Includes new pump base stand • Lead time: Currently 4 pumps in stock in Allentown, PA 12 week lead time if sold, Base Stand - 4 weeks • <b>PVSC CO-OP Discounted Pricing, 18% Off List Price</b>	\$ 23,092.22	\$ 23,092.22
2.	1	<b>Perform the following work:</b> • Remove existing pump #2, base stand, suction elbow, and 8x5 reducer • Supply and install 8x6 reducer, 6" base elbow • Install base stand and pump • Supply and install two 8" - 45 deg elbows, and 8" spool piece • Reuse existing 8x4 reducer, check valve, and base stand discharge 90 • Supply and install new base stand 90 pipe support • Wire pump for power and control to existing VFD, modify VFD settings for new pump • Install thermal/seal relay • Startup and run pump	\$ 25,240.00	\$ 25,240.00
<b>Total</b>			<b>\$</b>	<b>\$ 48,332.22</b>

**Comments:**

- This quotation does not include any taxes, if applicable. If tax exempt, please provide Tax Exempt Certificate at the time of purchase. All other orders will be billed sales tax.
- Freight is included in quote and is factory F.O.B.
- Pump efficiencies listed herein are estimates based on like-kind model pumps. If a guaranteed efficiency is required, please request one.
- Lead times provided are estimates. MMC shall not be responsible for any loss or damage of any kind; including liquidated damages, resulting from any delay in delivery or failure to deliver the equipment, unless agreed to in advance and in writing prior to acceptance of the order.

Municipal Maintenance requires a signed copy of this quote to be returned to process an order.  
 By signing the quote, customer accepts the Terms & Conditions attached herein.

Daniel P. Hennessy, PE  
*Daniel P. Hennessy*  
 Equipment Sales Engineer  
[dhennessy@mmc-nj.com](mailto:dhennessy@mmc-nj.com)

Signature for Purchase	
Printed Name	
Signature	
Title	
Date	

**Exclusive** Grundfos Water Utility Distributor in New Jersey, Pennsylvania, & Delaware:




AFFIDAVIT OF PUBLICATION

Order Number : 9632523

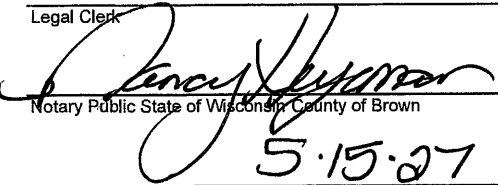
STATE OF WISCONSIN  
Brown County

Of the **Courier Post**, a newspaper printed in Cherry Hill, New Jersey and published in Cherry Hill, in State of New Jersey and Camden County, and of general circulation in Camden County, who being duly sworn, deposeseth and saith that the advertisement of which the annexed is a true copy, has been published in said newspaper in the issue:

12/19/2023



Legal Clerk

  
Notary Public State of Wisconsin, County of Brown

5.15.27

My commission expires

NANCY HEYRMAN  
Notary Public  
State of Wisconsin

**PUBLIC NOTICE  
INTENT TO AWARD A CONTRACT  
UNDER THE NORTH JERSEY  
WASTEWATER COOPERATIVE  
PRICING SYSTEM**

Notice is hereby given that the Pennsauken Sewerage Authority intends to award a contract for the purchase and installation of a new Grundfos Solids Handling Submersible Pump for pump station #5 using the North Jersey Wastewater Cooperative Pricing System.

Any objection to this award shall be made in writing and delivered to the Pennsauken Sewerage Authority within ten (10) days of the publication of this notice at 1250 John Tipton Boulevard, Pennsauken, NJ 08110.

Anthony Figueroa  
Superintendent  
12/19/2023 (\$10.75)

**RESOLUTION OF THE PENNSAUKEN SEWERAGE AUTHORITY  
AUTHORIZING APPOINTMENT OF AN ACTUARIAL CONSULTANT**

**WHEREAS**, the Pennsauken Sewerage Authority (Authority) having met at their Reorganization meeting on January 9, 2024; and

**WHEREAS**, the Authority is required under the Government Accounting Standards Board (GASB) to have a complete actuarial measurement of Other Post-Employment Benefits completed; and

**WHEREAS**, the Authority finds it necessary and advisable to appoint an actuary for the following purposes:

- A. Performance of an actuarial valuation and report for the Authority's OPEB plan. The valuation shall be conducted based on the requirements set forth under GASB Statement No. 75 and will provide disclosure values for the Authority's calendar year 2023 financials.
- B. A separate interim report to value the liability as of December 31, 2024 for the Authority's 2024 financials; and

**WHEREAS**, the Authority is authorized to enter a contract for the services without public advertising for bids pursuant to N.J.S.A. 40A:11-5.

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

1. **Foster & Foster** is hereby appointed as Actuary and authorized to prepare the valuation and report for the Authority's OPEB plan based on the requirements set forth under GASB Statement 75, which will provide disclosure values for the Authority's calendar year 2023 and a separate interim report to value the liability as of December 31, 2024 for the Authority's 2024 financials.
2. **BE IT FURTHER RESOLVED** that **Foster and Foster** shall be paid the fee of \$5,450.00 upon completion of these reports.

3. **BE IT FURTHER RESOLVED** that the Secretary of the 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 **Foster & Foster** has been appointed as Actuarial Consultant to the Pennsauken Sewerage Authority. The Actuarial Consultant shall prepare the valuation and report for the Authority's OPEB plan based on the requirements set forth under GASB Statement 75, which will provide disclosure values for the Authority's calendar year 2023 and a separate interim report to value the liability as of December 31, 2024 for the Authority's 2024 financials and shall be compensated \$5,450.00 upon completion of the GASB 75 Statement.



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Marco DiBattista, Secretary

**ROLL CALL:**

Mr. Oren Lutz – Yes  
Mr. Gregory Schofield – Yes  
Mr. Dennis Archible – Yes  
Mr. Timothy Ellis – Yes  
Mrs. Marie McKenna – Yes

**ADOPTED: January 9, 2024**



December 21, 2023

Mr. Marco DiBattista, Treasurer  
Pennsauken Sewerage Authority  
1250 John Tipton Boulevard  
PO Box 518  
Pennsauken, NJ 08110

Re: *GASB 75 Actuarial Services for Pennsauken Sewerage Authority*

Dear Mr. DiBattista,

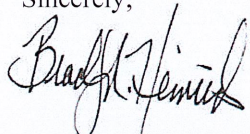
Please consider this a Letter of Engagement for providing a full actuarial valuation for the Authority's Other Post-Employment Benefits (OPEB), as well as a separate interim report. These services will include the following:

- Performance of an actuarial valuation and report for the Authority's OPEB plan. The valuation shall be conducted based on the requirements set forth under GASB Statement No. 75 and will provide disclosure values for the Authority's calendar year 2023 financials. The fee for the full valuation will be \$3,750.
- We will also provide a separate interim report to value the liability as of December 31, 2024 for the Authority's 2024 financials. The fee for the interim report will be \$1,700.

The fees for these services are subject to a 3% annual increase in future years.

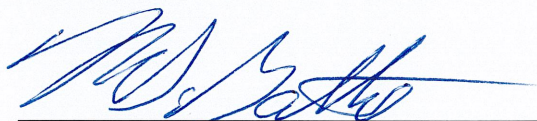
Please let me know if you have any questions or if you would like to discuss.

Sincerely,



Brad Heinrichs, FSA, EA, MAAA  
December 21, 2023

Accepted and Approved by Pennsauken  
Sewerage Authority



Authorized Signature

**Marco DiBattista, Executive Director**

Printed Name and Title

**1/9/24**

Date

**RESOLUTION OF THE PENNSAUKEN SEWERAGE AUTHORITY  
AUTHORIZING A BUDGET TRANSFER FOR F/Y 2023**

**WHEREAS**, the Pennsauken Sewerage Authority having met at the Reorganization Meeting on January 9, 2024; and

**WHEREAS**, the Authority budget for the year ending December 31, 2023 was adopted on December 13, 2022; and

**WHEREAS**, N.J.A.C. 5:31-2.8 provides that all amendments to the budget shall be approved and adopted by resolution of the Authority, passed by not less than a majority of the full membership; and

**WHEREAS**, the Authority's Treasurer has found it necessary to increase certain line items and recommends amendments to its budget for fiscal year ending December 31, 2023; and

**WHEREAS**, the Treasurer has determined there are funds in excess of amounts required to meet expenditures through the end of the fiscal year in certain line items.

**NOW, THEREFORE, BE IT RESOLVED** that the following transfers be made to the adopted budget of the Pennsauken Sewerage Authority for its fiscal year ending December 31, 2023.



**2023 BUDGET TRANSFER  
OFFICIAL RESOLUTION WILL BE PRESENTED AT  
MEETING**

<u>ACCOUNT</u>	<u>FROM</u>	<u>TO</u>
<u>Admin</u>		
Management Salaries	\$	\$ 10,500.00
Office Salaries		1,000.00
Health Insurance		10,000.00
Sellback Time		2,000.00
Auditing Fees		7,000.00
Financial Exp		300.00
PERS	18,700.00	
Vision/Dental/Rx	4,500.00	
Other Professional Fees	5,000.00	
Public Officials Liability	2,600.00	
<b>TOTAL ADMIN</b>	<b><u>\$ 30,800.00</u></b>	<b><u>\$ 30,800.00</u></b>
 <u>O &amp; M</u>		
Management Salaries	\$	\$ 3,000.00
Union Salaries		7,500.00
Health Insurance		2,500.00
Auto Insurance		25,500.00
Pump Station Utilities		7,500.00
Fuel		5,000.00
PERS	\$ 10,000.00	
Vision/Dental/Rx	10,000.00	
Sellback Time	10,000.00	
Worker's Comp	21,000.00	
<b>TOTAL O &amp; M</b>	<b><u>\$ 51,000.00</u></b>	<b><u>\$ 51,000.00</u></b>

**BE IT FURTHER RESOLVED** that two certified copies of this complete amendment and resolution be filed forthwith with the Director of Division of Local Government Services for his certification of the Authority Budget so amended.

**CERTIFICATION**

It is hereby certified that this is a true copy of a Resolution amending the budget, adopted by the Governing body on the 9th day of January, 2024.



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Marco DiBattista, Secretary

**ROLL CALL:**

Mr. Oren Lutz – Yes  
Mr. Gregory Schofield – Yes  
Mr. Dennis Archible – Yes  
Mr. Timothy Ellis – Yes  
Mrs. Marie McKenna – Yes

**ADOPTED: January 9, 2024**

**RESOLUTION OF THE PENNSAUKEN  
SEWERAGE AUTHORITY REGARDING  
THE CONTRACT WITH EXECUTIVE  
DIRECTOR MARCO DIBATTISTA**

**WHEREAS**, the Pennsauken Sewerage Authority (“Authority”) has appointed Marco DiBattista (“DiBattista”) as Executive Director and Secretary and has entered a contract with him that governs the terms and conditions of his employment through December 31, 2026; and

**WHEREAS**, the Authority recognizes the importance of providing stability of leadership and DiBattista having indicated a willingness to extend his commitment to the Authority through December 31, 2031 under the same terms and conditions established by his current contract; and

**WHEREAS**, the Authority has determined that extending DiBattista’s contract is beneficial, guaranteeing a continuation of day-to-day leadership under the certainty of the current contractual provisions.

**NOW THEREFORE BE IT RESOLVED**, that the Pennsauken Sewerage Authority authorizes the execution of a new contract with Marco DiBattista, identical in the terms of his existing contract, extending the end date of that contract to December 31, 2031.

  
\_\_\_\_\_  
Marco DiBattista, Secretary

**ROLL CALL:**

Mr. Oren Lutz – Yes  
Mr. Gregory Schofield – Yes  
Mr. Dennis Archible – Yes  
Mr. Timothy Ellis – Yes  
Mrs. Marie McKenna – Yes

**Adopted: January 9, 2024**

**PENNSAUKEN SEWERAGE AUTHORITY**  
**REVENUES-JANUARY 1, 2023 - DECEMBER 31, 2023**  
**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	2,780,000.00	\$ 74,172.92	\$ 2,855,920.65	\$ 50.00	\$ 2,794,184.27
4004 COMMERCIAL	1,305,000.00	\$ 26,178.56	\$ 1,274,222.14	\$ 19,614.79	\$ 1,162,016.90
4005 PENALTY	50,000.00	\$ 957.46	\$ 76,303.41	\$ 4,447.23	\$ 65,495.81
4002 MERCH	205,000.00		\$ 102,078.28		\$ 102,078.28
4003 C/H	32,000.00		\$ 30,602.28		\$ 30,602.28
4012 OTHER INCOME	3,000.00	\$ 49,189.00	\$ 78,746.00		\$ 78,746.00
4013 INVEST INT	5,000.00	\$ 1,615.89	\$ 16,273.13		\$ 16,273.13
4014 TRUSTEE INT	15,000.00	\$ 304.28	\$ 4,400.84		\$ 4,400.84
4016 PERMITS (RES)	12,000.00	\$ 1,605.00	\$ 5,980.00		\$ 5,980.00
4019 PERMITS (COMM)	12,000.00		\$ 100.00		\$ 100.00
4021-PERMITS (MERCH)	1,000.00		\$ -		\$ -
4020-JIF INS PREMIUM	12,000.00		\$ -		\$ -
4017-18- FILING-INSP.	\$500.00	\$30.00	\$ 180.00		\$ 180.00
Anticipated Balance	44,900.00				
<b>TOTALS</b>	<b>4,477,400.00</b>	<b>154,053.11</b>	<b>4,444,806.73</b>	<b>24,112.02</b>	<b>4,260,057.51</b>
		<u>BUDGET</u>	<u>MTD</u>	<u>YTD</u>	<u>REMARKS</u>
ASSETS/CAPITAL		\$ 90,000.00	\$ -	\$ 119,577.80	

<u>CASH BALANCES</u>	<u>AMOUNT</u>
GENERAL CHECKING	\$2,279,612.63
PAYROLL	\$21,802.43
REVENUE	\$ 11.70
DEBT. SERVICE	\$ -
DEBT. SERV. RESERVE	\$ 60,099.82
R & R	\$ 281,086.49
GENERAL	\$ 71,332.88

**Investments under Trustee Accounts:**

57,010.02 CD with 1st Colonial Bank @ .35% - MATURES 11/07/23  
197,134.57 CD with 1st Colonial Bank @ .50% - MATURES 12/24/23  
83,539.75 CD with 1st Colonial Bank @ 35% - Matures 01/29/24  
  
74,846.55 Money Market

PENNSAUKEN SEWERAGE AUTHORITY  
Statement of Revenue and Expenditures

Revenue Account Range: 01-00-410-000 to 01-00-430-001 Include Non-Anticipated: Yes Year To Date As Of: 12/31/23  
 Expend Account Range: 01-01-510-500 to 01-03-600-002 Include Non-Budget: Yes Current Period: 12/01/23 to 12/31/23  
 Print Zero YTD Activity: No Prior Year: 12/01/22 to 12/31/22

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
01-00-410-001	Residential	383.40	2,780,000.00	50.00	2,794,184.27	0.00	14,184.27	101
01-00-410-002	Merchantville	102,453.04	205,000.00	0.00	102,078.28	0.00	102,921.72	50
01-00-410-003	Cherry Hill	0.00	32,000.00	0.00	30,602.28	0.00	1,397.72	96
01-00-410-004	Commercial	34,143.43	1,305,000.00	19,614.79	1,162,016.90	0.00	142,983.10	89
01-00-410-005	A/R Penalty	7,004.84	50,000.00	4,447.23	65,495.81	0.00	15,495.81	131
01-00-415-001	Permits - Residential	100.00	12,000.00	1,605.00	5,980.00	0.00	6,020.00	50
01-00-415-002	Permits - Commercial	0.00	12,000.00	0.00	100.00	0.00	11,900.00	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	75.00	3,000.00	49,189.00	78,746.00	0.00	75,746.00	***
01-00-420-002	Application and Inspection Fees	15.00	500.00	30.00	180.00	0.00	320.00	36
01-00-420-004	JIF Insurance Premium Refund	0.00	12,000.00	0.00	0.00	0.00	12,000.00	0
01-00-425-001	Interest from Operating Fund	821.06	5,000.00	1,615.89	16,273.13	0.00	11,273.13	325
01-00-425-002	Interest from Trustee Accounts	42.23	15,000.00	304.28	4,400.84	0.00	10,599.16	29
01-00-430-001	Anticipated Fund Balance	0.00	44,900.00	0.00	0.00	0.00	44,900.00	0
	01 OPERATING REVENUES Revenue Total	145,038.00	4,477,400.00	76,856.19	4,260,057.51	0.00	217,342.49	95

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	23,680.00	328,000.00	16,130.00	327,722.00	0.00	278.00	100
01-01-510-502	ADMIN Office Staff	24,528.00	326,000.00	30,769.24	325,571.70	0.00	428.30	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 Liabll	0.00	134,500.00	0.00	126,214.50	0.00	8,285.50	94
01-01-510-602	ADMIN: FICA/SOCIAL SECURITY/MEDICARE	2,212.73	56,000.00	2,845.30	52,783.92	0.00	3,216.08	94
01-01-510-603	ADMIN: SUI/SDI/FLI	91.84	5,000.00	0.00	3,346.42	0.00	1,653.58	67
01-01-510-604	ADMIN: Hospital Benefits	988.45	158,000.00	1,462.15	167,788.09	0.00	9,788.09	106
01-01-510-605	ADMIN: Vision, Dental & Rx	1,458.33	54,000.00	1,212.45	47,683.06	0.00	6,316.94	88
01-01-510-607	ADMIN: Sick/Vac Payback	0.00	76,500.00	6,452.00	78,256.05	0.00	1,756.05	102
01-01-510-700	ADMINISTRATION OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
01-01-510-721	ADMIN: Legal Fees	1,516.63	20,000.00	1,516.63	18,200.00	0.00	1,800.00	91
01-01-510-722	ADMIN: Audit	0.00	37,000.00	1,620.00	43,665.00	0.00	6,665.00	118
01-01-510-723	ADMIN: Other Professional Fees	0.00	20,000.00	0.00	10,255.00	0.00	9,745.00	51
01-01-510-736	ADMIN: Public Officials Liab.	0.00	11,000.00	0.00	8,329.00	0.00	2,671.00	76
01-01-510-750	ADMIN: Office Supplies & Expense	1,648.38	15,000.00	868.75	12,237.06	0.00	2,762.94	82
01-01-510-751	ADMIN: Postage	0.00	14,000.00	0.00	13,031.56	0.00	968.44	93

PENNSAUKEN SEWERAGE AUTHORITY  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
01-01-510-752	ADMIN: Advertising & Printing	136.16	15,000.00	4,159.87	9,842.51	0.00	5,157.49	66
01-01-510-753	ADMIN: Telephone	1,753.66	25,000.00	1,784.06	21,531.33	0.00	3,468.67	86
01-01-510-754	ADMIN: Miscellaneous Exp	129.36	3,000.00	12.69	2,757.24	0.00	242.76	92
01-01-510-755	ADMIN: Service Contracts	736.93	25,000.00	261.77	13,657.58	0.00	11,342.42	55
01-01-510-756	ADMIN: Equipment Rental	0.00	3,500.00	0.00	2,989.56	0.00	510.44	85
01-01-510-757	ADMIN: Building Utilities	346.66	25,000.00	354.42	11,643.32	0.00	13,356.68	47
01-01-510-758	ADMIN: Building Exp. & Repairs	3,095.31	25,000.00	2,933.99	17,805.14	0.00	7,194.86	71
01-01-510-759	ADMIN: Financial Exp	0.00	2,000.00	0.00	2,215.00	0.00	215.00-	111
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	234.00	10,000.00	0.00	7,080.00	0.00	2,920.00	71
01-01-510-763	ADMIN: Civic Involvement	150,000.00	182,500.00	150,000.00	165,000.00	0.00	17,500.00	90
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	0&M: Union Salaries	77,713.12	982,500.00	93,398.17	966,783.50	0.00	15,716.50	98
01-02-520-506	0&M: Management Salaries	13,704.00	187,000.00	17,650.00	186,882.00	0.00	118.00	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	0&M: PERS	0.00	133,500.00	0.00	126,214.50	0.00	7,285.50	95
01-02-520-602	0&M: FICA/SOCIAL SECURITY/MEDICARE	7,507.93	100,000.00	8,494.20	90,022.92	0.00	9,977.08	90
01-02-520-603	0&M: SUI/SDI/FLI	0.00	8,500.00	0.00	5,212.87	0.00	3,287.13	61
01-02-520-604	0&M: Hospitalization Benefits	578.30	345,000.00	1,549.80	347,385.65	0.00	2,385.65-	101
01-02-520-605	0&M: Vision, Dental & Rx	2,464.55	112,000.00	2,430.27	97,853.93	0.00	14,146.07	87
01-02-520-607	0&M: Sick/Vac Payback	10,278.00	93,500.00	0.00	58,256.35	0.00	35,243.65	62
01-02-520-608	0&M: Uniform Exp.	0.00	8,000.00	0.00	7,625.92	0.00	374.08	95
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	0&M: Engineeer Fees	2,481.25	25,000.00	6,700.00	7,682.50	0.00	17,317.50	31
01-02-520-731	0&M: General Liability/Auto Ins	0.00	32,000.00	0.00	19,643.00	0.00	12,357.00	61
01-02-520-732	0&M: Worker's Comp Insurance	0.00	67,000.00	0.00	45,117.00	0.00	21,883.00	67
01-02-520-733	0&M: Property/Insurance	0.00	38,000.00	0.00	63,329.00	0.00	25,329.00-	167
01-02-520-735	0&M: Fund Expense (JIF)	0.00	5,000.00	0.00	685.00	0.00	4,315.00	14
01-02-520-741	0&M: Uninsured Liabilities	0.00	10,000.00	0.00	0.00	0.00	10,000.00	0
01-02-520-755	0&M: Service Contracts	4,590.00	30,000.00	2,485.00	27,145.00	0.00	2,855.00	90
01-02-520-764	0&M: Station Utilities	23,966.77	175,000.00	10,946.39	167,252.53	0.00	7,747.47	96
01-02-520-765	0&M: Trash Removal	0.00	10,000.00	0.00	4,871.00	0.00	5,129.00	49
01-02-520-766	0&M: Oper & Maint Expense	10,475.32	45,000.00	9,656.83	40,254.98	0.00	4,745.02	89
01-02-520-767	0&M: Safety Expense	1,405.87	5,000.00	1,043.99	4,481.15	0.00	518.85	90
01-02-520-768	0&M: Landscaping	0.00	5,000.00	0.00	2,653.30	0.00	2,346.70	53
01-02-520-769	0&M: Vehicle & Repair Exp	1,643.92	20,000.00	1,012.28	17,663.45	0.00	2,336.55	88
01-02-520-770	0&M: Fuel/Tolls/Mileage Exp	9,054.10	30,000.00	0.00	25,110.72	0.00	4,889.28	84
01-02-520-771	0&M: Collection System Expense	8,743.72	73,350.00	2,196.47	31,486.98	0.00	41,863.02	43
01-02-520-772	0&M: Emergency Repairs	0.00	140,000.00	0.00	11,690.00	0.00	128,310.00	8
01-02-520-773	0&M: Emergency Station Repairs	17,885.25	140,000.00	46,000.00	129,927.15	0.00	10,072.85	93

PENNSAUKEN SEWERAGE AUTHORITY  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
01-02-520-774	O&M: Chemicals	0.00	6,875.00	0.00	0.00	0.00	6,875.00	0
01-02-520-775	O&M Permits & Licensing	0.00	6,000.00	0.00	6,001.00	0.00	1,00-	100
01-03-600-001	Bond Debt (Principal)	0.00	50,550.00	0.00	49,542.39	0.00	1,007.61	0
01-03-600-002	Bond Debt (Interest)	0.00	4,125.00	0.00	3,960.00	0.00	165.00	0
	<b>01 OPERATING FUND Expend Total</b>	<b>406,548.54</b>	<b>4,477,400.00</b>	<b>427,446.72</b>	<b>4,052,338.83</b>	<b>0.00</b>	<b>425,061.17</b>	<b>89</b>

01 OPERATING FUND		Prior	Current	YTD
Revenues:		145,038.00	76,856.19	4,260,057.51
Expended:		406,548.54	427,446.72	4,052,338.83
Net Income:		261,510.54-	350,590.53-	207,718.68

Grand Totals		Prior	Current	YTD
Revenues:		145,038.00	76,856.19	4,260,057.51
Expended:		406,548.54	427,446.72	4,052,338.83
Net Income:		261,510.54-	350,590.53-	207,718.68

The Chairman asked the Superintendent, Anthony Figueroa, for his report.

See Superintendent's Report

The Chairman asked for the Engineer's reports.

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

The Chairman asked the Commissioners for any reports.

The Commissioners had nothing further to report.

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

Mr. Luthman had nothing further to report.

The Chairman asked the Executive Director, Mr. DiBattista, for his report.

Mr. DiBattista had nothing further to report.

Correspondence:

No Correspondence

As there were no items of personnel or litigation, Mr. Lutz requested a motion to adjourn. A motion was made by Mr. Archible, seconded by Mr. Ellis to adjourn. On roll call all Commissioners present voted yes and the motion carried.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'M DiBattista', written over a horizontal line.

Marco DiBattista, Secretary



## Superintendent's Report

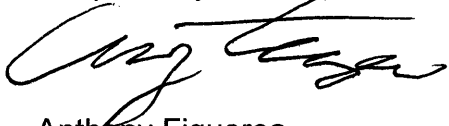
Meeting of January 9,2024

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

In regular and preventative maintenance we flushed 11,778 feet of gravity sewer main.2,483 feet was root cut and 5,399 feet was inspected using our CCTV equipment. We performed 155 utility mark outs. We responded to 56 calls for service. The call breakdown is as follows:

Main Line stoppages:	4
Vent stoppages:	20
Station alarms:	8
Miscellaneous services:	24

Respectfully submitted,



Anthony Figueroa  
Superintendent