

Meeting of January 9, 2018

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. 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. Alan Gudis, Supervisor

Absent was:

Mr. Tim Ellis

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

Mr. Luthman presented Pennsauken Township Resolution No. 2017-308 appointing Dennis Archible to a five year term as PSA Commissioner commencing 1/1/18 and ending 12/31/22. The Oath of Office was administered and the document signed.

Mr. Luthman presented Resolution 18-01 Nominations for the office of Chairman.

Mr. Schofield moved for adoption of Resolution 18-01 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. 18-01

**RESOLUTION REAPPOINTING DENNIS ARCHIBALE TO THE PENNSAUKEN SEWERAGE  
AUTHORITY FOR A 5 YEAR TERM THRU 2022.**

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, 2018 and expiring December 31, 2022.

**DENNIS ARCHIBALE**

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

ADOPTED by the Mayor and Township Committee of the Township of Pennsauken at the Reorganization Meeting held on December 18, 2017.

TOWNSHIP OF PENNSAUKEN



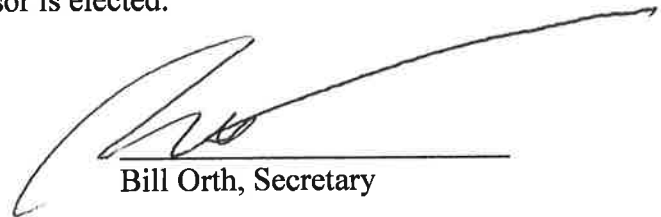
GENE PADALINO  
TOWNSHIP CLERK

Name	Motion	Second	Aye	Nay	Abstain	Absent
<i>Figueroa</i>			√			
<i>Orth</i>					√	
<i>Taylor</i>		√	√			
<i>Killion</i>	√		√			
<i>McBride</i>			√			

ADOPTED: December 18, 2017

**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, 2018 or until his successor is elected.



Bill Orth, Secretary

**ROLLCALL:**

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

**ADOPTED:** January 9, 2018

Mr. Lutz presented Resolution 18-02, Nominations for the office of Vice-Chairman.

Mr. Archible moved for adoption of Resolution No. 18-02 with the name of Gregory Schofield, seconded by Mr. Pennestri. All Commissioners present voted yes on roll call and the motion carried.

See Resolution No. 18-02

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 2018 from Resolution 18-03 to and including Resolution 18-13.

Resolution No. 18-03 Appointment of David A. Luthman, Esq. as the Solicitor.

Resolution No. 18-04 Appointment of Engineers with the names of Remington & Vernick, and T & M Associates, Inc.

Resolution No. 18-05 Appointment of Bowman & Company as the Auditors.

Resolution No. 18-06 Appointment of Connor Strong Companies, Inc. as Insurance Broker/Risk Manager.

Resolution No. 18-07 Appointment of Appointment of Parker McCay as Bond Counsel.

Resolution No. 18-08 Appointments of Bill Orth as Fund Commissioner & Thomas M. Tillinghast as an Alternate.

Resolution No. 18-09 Cash Management Plan – Designation of Depository as 1<sup>st</sup> Colonial Community Bank.

Resolution No. 18-10 Designations of Official Newspapers as the Courier Post, All Around Pennsauken, the Burlington County Times and the Philadelphia Inquirer.

Resolution No. 18-11 Bond of Treasurer.

Resolution No. 18-12 Surety Bond for Employees.

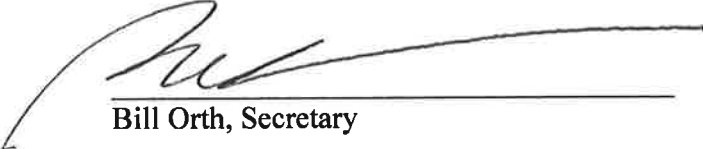
Resolution No. 18-13 Approving and Authorizing the Designation of Thomas Tillinghast as the Public Agency Compliance Officer.

Mr. Archible moved to adopt Resolutions 18-03 thru 18-13 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. 18-03 – 18-13

**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, 2018 or until his successor is elected.



Bill Orth, Secretary

**ROLLCALL:**

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

**ADOPTED:** January 9, 2018

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

**WHEREAS**, the Pennsauken Sewerage Authority, having met for the purpose of reorganization on January 9, 2018 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.

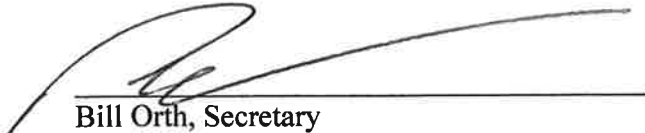
**NOW, THEREFORE, BE IT RESOLVED** as follows:

1. **David A. Luthman, Esq.** is hereby appointed and employed as Solicitor to the Pennsauken Sewerage Authority for a term of January 1, 2018 thru December 31, 2018 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, 2018 thru December 31, 2018. 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 – Absent  
Mr. Pennestri – Yes

**ADOPTED:** January 9, 2018

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

**WHEREAS**, The Pennsauken Sewerage Authority, having met for the purpose of reorganization on January 9, 2018, 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 2018 Budget, and;

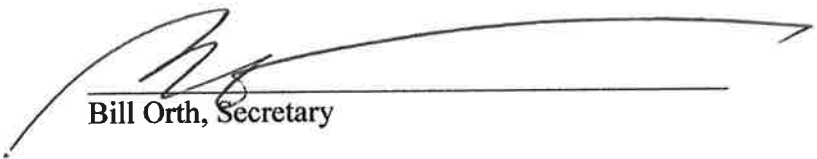
**WHEREAS**, the Pennsauken Sewerage Authority is authorized to enter a contract for these services without public advertising for bids pursuant to N.J.S.A. 40A:13-5.

**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, 2018 thru December 31, 2018 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, 2018 thru December 31, 2018. The Consulting Engineers shall be paid for such other work as may be required by and performed for the Pennsauken Sewerage Authority at the per diem charge on an hourly basis as set forth in a fee schedule attached to and made a part of a contract entered between the Pennsauken Sewerage Authority and consulting Engineer, which is on file and

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



Bill Orth, Secretary

**ROLLCALL:**

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

**Adopted:** January 9, 2018



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

**WHEREAS**, the Pennsauken Sewerage Authority, having met for the purpose of reorganization on January 9, 2018 and;

**WHEREAS**, the Pennsauken Sewerage Authority finds it necessary and advisable to appoint and employ an auditor for the Fiscal Year 2018 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:

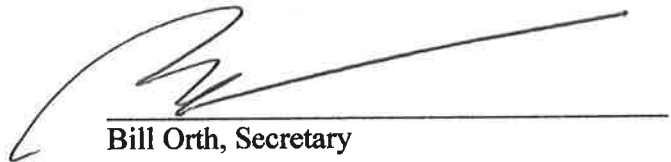
1. **Bowman & Company** is hereby appointed and employed as Auditor to the Pennsauken Sewerage Authority for a term of January 1, 2018 thru December 31, 2018 or until a successor has been appointed.

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, 2018 thru December 31, 2018. The Auditor shall make the annual audit of the records of the Authority and shall perform those duties prescribed by law or rules and regulation of the Division of Local Government Services of the Department of Community Affairs of the State of New Jersey and shall assist the Authority in any other manner as shall be requested by the Authority for which the Auditor shall be compensated pursuant to a current standard hourly rate schedule which is appended to and made a part of a contract between the

Authority and Auditor which is on file and available for public inspection at the Pennsauken Sewerage Authority, 1250 John Tipton Blvd., Pennsauken, New Jersey.



Bill Orth, Secretary

**ROLLCALL:**

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

**ADOPTED:** January 9, 2018

**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 9, 2018 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, 2018 thru December 31, 2018 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, 2018 thru December 31, 2018. 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 – Absent  
Mr. Pennestri – Yes

**ADOPTED:** January 9, 2018

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

**WHEREAS**, the Pennsauken Sewerage Authority, having met for the purpose of reorganization on January 9, 2018 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

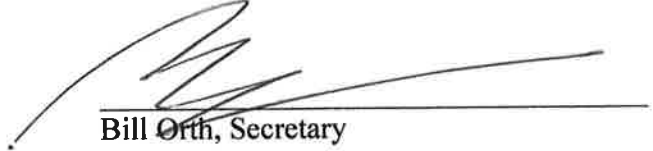
**WHEREAS**, the Pennsauken Sewerage Authority issued a Request for Proposals in accordance with its fair and open policy, to procure the services of Bond Counsel; and

**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, 2018 thru December 31, 2018 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, 2018 thru December 31, 2018.



Bill Orth, Secretary

**ROLLCALL:**

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

**ADOPTED:** January 9, 2018

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

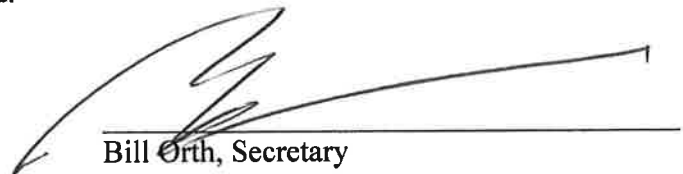
**WHEREAS**, the Pennsauken Sewerage Authority, having met for the purpose of reorganization on January 9, 2018 pursuant to N.J.S.A. 40:15A-1 et seq., and

**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, 2018 and ending December 31, 2018 or until their successors are appointed.

  
Bill Orth, Secretary

**ROLLCALL:**

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

**ADOPTED:** January 9, 2018

**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, 2018 and ending December 31, 2018.

**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 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 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**

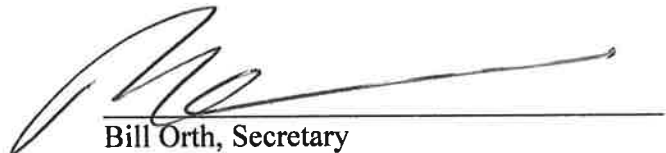
- A. The Authority shall not pay out any of its monies:
  - 1. unless the person claiming or receiving the same shall first present a detailed bill of items or demand, specifying particularly how the bill or demand is made up, with the certification of the party claiming payment that it is correct, and
  - 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 – Absent  
Mr. Pennestri – Yes

**ADOPTED:** January 9, 2018

**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, 2018 and ending December 31, 2018.



Bill Orth, Secretary

**ROLLCALL:**


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

**ADOPTED:** January 9, 2018

**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 – Absent  
Mr. Pennestri – Yes

**ADOPTED:** January 9, 2018

**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 - Absent  
Mr. Pennestri - Yes

**ADOPTED:** January 9, 2018

**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 – Absent  
Mr. Pennestri – Yes

**ADOPTED:** January 9, 2018

The minutes of the meeting December 12, 2017 were presented for approval.

A motion was made by Mr. Archible, 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 ..... \$603,207.32

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

See Bill List Attached

Approval of Utility Balance Adjustment #'s 14623, 14628, 14649, and 14651 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 18-14 – Awarding Contract #18-01 – Annual Sewer System Repairs for 2018 to SAR Automotive Equipment.

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

See Resolution 18-14

- B. Resolution 18-15 – Awarding Contract #18-02 – Annual Emergency Pump Station Repairs to Municipal Maintenance, Inc.

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

See Resolution 18-15

- C. Resolution 18-16 – Awarding Contract #18-03 – Annual Service Contract for the Maintenance of Air Scrubber Systems Installed at Pump Stations 1 & 6 for the Fiscal Year 2018 to Evoqua Water Technologies.

**JANUARY 9, 2018**

**PENNSAUKEN SEWERAGE AUTHORITY**

**MEETING FIGURE:**

**\$603,207.32**

Range of Checking Accts: OPER MAN WIRE to OPERATING      Range of Check Dates: 12/13/17 to 12/31/18  
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			
930	12/19/17	PAYROLL PAYROLL ACCOUNT	34,507.65	12/31/17	2066
931	12/27/17	PAYROLL PAYROLL ACCOUNT	31,672.90	12/31/17	2069
932	12/31/17	PAYROLL PAYROLL ACCOUNT	35,130.30		2073
933	01/09/18	PAYROLL PAYROLL ACCOUNT	110,170.16		2075

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	4	0	211,481.01	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	4	0	211,481.01	0.00

OPERATING	OPERATING ACCOUNT	Amount Paid	Reconciled/Void	Ref Num
27768	12/21/17 BP BP ENVIRONMENTAL SERVICES, INC	585.00	12/31/17	2068
27769	12/21/17 COURIER COURIER POST - DAILY JOURNAL	48.48	12/31/17	2068
27770	12/21/17 MM Municipal Maintenance Co. Inc.	48,585.28	12/31/17	2068
27771	12/21/17 POWER POWER EQUIPMENT COMPANY	1,125.57		2068
27772	12/21/17 RUTGERS RUTGERS, THE STATE UNIVERSITY	900.00		2068
27773	12/21/17 STEWART STEWART BUSINESS SYSTEMS	67.64		2068
27774	12/21/17 TWPPENN TOWNSHIP OF PENNSAUKEN	150,000.00	12/31/17	2068
27775	12/21/17 VERIZOFF VERIZON	1,252.53		2068
27776	12/21/17 VERIZON VERIZON WIRELESS	273.32		2068
27777	12/21/17 VISION TOWNSHIP OF PENNSAUKEN	2,185.40	12/31/17	2068
27778	12/21/17 WBMASON W.B. MASON CO., INC.	59.49	12/31/17	2068
27779	12/21/17 WIRELESS WIRELESS ELECTRONICS, INC.	719.01	12/31/17	2068
27780	12/29/17 CINTAS CINTAS FIRST AID & SAFETY	331.84		2072
27781	12/29/17 FAIR ROBIN FAIR	2,400.00		2072
27782	12/29/17 PAYROLL PAYROLL ACCOUNT	3,448.00	12/29/17 VOID	2072 (Reason: WRONG PO)
27783	12/29/17 PSEG PUBLIC SERVICE ELEC & GAS CO.	10,229.91		2072
27784	12/29/17 REDWING RED WING SHOES	150.00		2072
27785	12/29/17 SAR SAR AUTOMOTIVE EQUIPMENT	21,550.00		2072
27786	12/29/17 STAPLES STAPLES, INC.	29.99		2072
27787	01/09/18 ABCON AB-CON EXTERMINATING INC.	30.00		2077
27788	01/09/18 BIG PENNSAUKEN B.I.G. COUNCIL	15,000.00		2077
27789	01/09/18 BIGDUES P.M.A.C.	1,000.00		2077
27790	01/09/18 BOWMAN BOWMAN & COMPANY, LLP	1,500.00		2077
27791	01/09/18 BURLTIME BURLINGTON COUNTY TIMES	43.00		2077
27792	01/09/18 CARQUEST CARQUEST AUTO PARTS	87.53		2077
27793	01/09/18 CCMUA CAMDEN COUNTY MUA	88.00		2077
27794	01/09/18 COMCAST COMCAST	273.28		2077
27795	01/09/18 CONRAIL CONRAIL	236.56		2077
27796	01/09/18 CUMMINGS JAMES J. CUMMINGS, JR.	46.10		2077
27797	01/09/18 D AND D D & D ADVERTISING	903.00		2077
27798	01/09/18 DAILYNEW DAILY NEWS	200.20		2077
27799	01/09/18 DELTA DELTA DENTAL OF NJ, INC.	4,603.93		2077
27800	01/09/18 EDMUNDS Edmunds & Associates, Inc.	11,345.00		2077
27801	01/09/18 FINAUTO FINISHLINE AUTO SALON	4,136.00		2077
27802	01/09/18 FONTANAS FONTANA'S AUTO REPAIR INC.	125.00		2077
27803	01/09/18 HELMRICH HELMRICH TRANS SYSTEM, INC.	334.87		2077
27804	01/09/18 HOLMAN HOLMAN FORD LINCOLN MERCURY	113.14		2077
27805	01/09/18 INGRAM WILLIAM INGRAM	46.10		2077
27806	01/09/18 INQUIRER PHILADELPHIA INQUIRER AND	283.40		2077



Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
OPERATING		OPERATING ACCOUNT	Continued		
27807	01/09/18	JKRAMER JOSEPH KRAMER	46.10		2077
27808	01/09/18	LOUGHERY BERNADETTE A LOUGHERY	46.10		2077
27809	01/09/18	LUTHMAN DAVID A. LUTHMAN	1,516.67		2077
27810	01/09/18	MACANANY PATRICIA MACANANY	308.05		2077
27811	01/09/18	NJAWSTA NEW JERSEY AMERICAN WATER	92.68		2077
27812	01/09/18	NJUAJIF NJ UTILITY AUTHORITIES JIF	62,380.99		2077
27813	01/09/18	OCC ONE CALL CONCEPTS, INC.	162.50		2077
27814	01/09/18	ORTH WILLIAM ORTH	159.34		2077
27815	01/09/18	PDOYLE PATRICK J. DOYLE	46.10		2077
27816	01/09/18	PETTY PETTY CASH	197.00		2077
27817	01/09/18	R ORTH ORTH, REGINA	46.10		2077
27818	01/09/18	REPUBLIC REPUBLIC SERVICES OF NJ, LLC	188.38		2077
27819	01/09/18	RINGRAM RICHARD INGRAM	46.10		2077
27820	01/09/18	RNM RNM CONSTRUCTION LLC	30,164.17		2077
27821	01/09/18	SCHWER SCHWERING HARDWARE, INC.	239.75		2077
27822	01/09/18	SPECIAL SPECIALTY GRAPHICS LLC	105.00		2077
27823	01/09/18	TM T & M ASSOCIATES	6,562.66		2077
27824	01/09/18	TREASUR TREASURER, STATE OF NEW JERSEY	291.00		2077
27825	01/09/18	TWPENN TOWNSHIP OF PENNSAUKEN	5,002.82		2077
27826	01/09/18	UNUM UNUM LIFE INSUR CO OF AMERICA	1,045.47		2077
27827	01/09/18	VALLETT RICHARD B. VALLETT, JR.	575.00		2077
27828	01/09/18	WATERENV WATER ENVIRONMENT FEDERATION	665.00		2077
27829	01/09/18	WBMASON W.B. MASON CO., INC.	363.83		2077
27830	01/09/18	WESTMONT WESTMONT HARDWARE, INC.	419.93		2077
27831	01/09/18	WHARTON WHARTON HARDWARE & SPLY CORP	167.00		2077

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	63	1	391,726.31	3,448.00
Direct Deposit:	0	0	0.00	0.00
Total:	63	1	391,726.31	3,448.00

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	67	1	603,207.32	3,448.00
Direct Deposit:	0	0	0.00	0.00
Total:	67	1	603,207.32	3,448.00

December 20, 2017  
10:46 AM

PENNSAUKEN SEWERAGE AUTHORITY  
Payment Batch Update/Posting Report

Page No: 1

---

Batch: CINDY	Updated Payments:	3	Updated Payment Amt:	154.50-	Updated Penalty:	3.85-	Ref Num: 14623
			Updated Total:	158.35-			
	Updated Revenue:	2	Updated Revenue Amt:	158.35-			

---

December 20, 2017  
10:45 AM

PENNSAUKEN SEWERAGE AUTHORITY  
Payment/Reversal Batch Verification Listing for Batch: CINDY

---

Batch Id: CINDY      Batch Type: Payment/Reversal      Batch Date: 12/15/17      Sort By: Sequence

---

Type	Id	Name/Comment	Subseq Cert Num	Yr/Prd Code	Principal	Penalty	Total	Mthd	Chk Id	
Outside Buyer	Subseq Adj Code					Install Int				
Sewer	50697000-0	HOWARD, KEISHA	5214. 18.	17 4 001R	51.50-	0.00	51.50-	CK	3717063513	W
		Original Payment Date: 12/12/17	Payment Reference: 14597	39						
Sewer				17 3 001R	51.50-	0.77-	52.27-	CK	3717063513	W
		Original Payment Date: 12/12/17	Payment Reference: 14597	38						
Sewer				17 2 001R	51.50-	3.08-	54.58-	CK	3717063513	W
		Original Payment Date: 12/12/17	Payment Reference: 14597	37						
Account 50697000-0 Total:							<u>158.35-</u>			

---

December 21, 2017  
02:43 PM

PENNSAUKEN SEWERAGE AUTHORITY  
Payment Batch Update/Posting Report

---

Batch: CINDY	Updated Payments:	2	Updated Payment Amt:	49.15-	Updated Penalty:	3.85-	Ref Num: 14628
			Updated Total:	53.00-			
	Updated Revenue:	2	Updated Revenue Amt:	53.00-			

---

December 21, 2017  
02:42 PM

PENNSAUKEN SEWERAGE AUTHORITY  
Payment/Reversal Batch Verification Listing for Batch: CINDY

---

Batch Id: CINDY      Batch Type: Payment/Reversal      Batch Date: 12/21/17      Sort By: Sequence

---

Type	Id	Name/Comment	Subseq	Cert Num	Yr/Prd Code	Principal	Penalty Install Int	Total	Mthd	Chk Id
Sewer	60012301-0	THOMAS, ADRIENNE	3908.	4.	17 3 001R	0.00	0.77-	0.77-	CK	231
		Original Payment Date: 12/21/17	Payment Reference:	14626	31					
Sewer					17 2 001R	49.15-	3.08-	52.23-	CK	231
		Original Payment Date: 12/21/17	Payment Reference:	14626	30					
Account 60012301-0 Total:								53.00-		

---

January 2, 2018  
09:03 AM

PENNSAUKEN SEWERAGE AUTHORITY  
Payment Batch Update/Posting Report

Page No: 1

---

Batch: CINDY	Updated Payments:	1	Updated Payment Amt:	51.50-	Updated Penalty:	2.31-	Ref Num: 14649
			Updated Total:	53.81-			
	Updated Revenue:	2	Updated Revenue Amt:	53.81-			

---

January 2, 2018  
09:00 AM

PENNSAUKEN SEWERAGE AUTHORITY  
Payment/Reversal Batch Verification Listing for Batch: CINDY

---

Batch Id: CINDY      Batch Type: Payment/Reversal      Batch Date: 12/20/17      Sort By: Sequence

---

Type	Id	Name/Comment	Subseq	Cert Num	Yr/Prd Code	Principal	Penalty	Total	Mthd	Chk Id	D
	Outside Buyer	Subseq Adj Code					Install Int				
Sewer	30149000-0	LE, QUE	615.	12.	17 3 001R	51.50-	2.31-	53.81-	CK	128	C
		Original Payment Date: 12/14/17		Payment Reference: 14604	170						

---

January 2, 2018  
09:37 AM

PENNSAUKEN SEWERAGE AUTHORITY  
Payment Batch Update/Posting Report

Page No: 1

---

Batch: CINDY	Updated Payments:	1	Updated Payment Amt:	51.50-	Updated Penalty:	2.31-	Ref Num: 14651
			Updated Total:	53.81-			
	Updated Revenue:	2	Updated Revenue Amt:	53.81-			

---

January 2, 2018  
09:34 AM

PENNSAUKEN SEWERAGE AUTHORITY  
Payment/Reversal Batch Verification Listing for Batch: CINDY

---

Batch Id: CINDY      Batch Type: Payment/Reversal      Batch Date: 12/26/17      Sort By: Sequence

---

Type	Id	Name/Comment	Subseq	Cert Num	Yr/Prd Code	Principal	Penalty	Total	Mthd	Chk Id
	Outside Buyer	Subseq Adj Code				Install	Int			
Sewer	30531000-0	PENA, HECTOR	5011.	19.	17 3 001R	51.50-	2.31-	53.81-	CK	3717191949
	Original Payment Date:	12/14/17	Payment Reference:	14608	15					

---

**RESOLUTION OF THE PENNSAUKEN SEWERAGE AUTHORITY  
AWARDING ANNUAL SEWER SYSTEM REPAIR CONTRACT #18-01**

**WHEREAS**, the Pennsauken Sewerage Authority having met in the Reorganization session on January 9, 2018; 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**, the apparent low bidder was SAR Automotive Equipment having submitted a bid in the amount of \$208,885; and

**NOW, THEREFORE, BE IT RESOLVED** that the Pennsauken Sewerage Authority shall enter a contract with SAR Automotive Equipment in an amount of \$208,885.00 for Sewer System Repair Work for the year 2018, in accordance with the unit pieces set forth in the bid of SAR Automotive Equipment in accordance with the specifications provided.

  
Bill Orth, Secretary

**ROLLCALL:**

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

**ADOPTED:** January 9, 2018

**RESOLUTION OF THE PENNSAUKEN SEWERAGE  
AUTHORITY TO AWARD THE ANNUAL EMERGENCY  
PUMP STATION REPAIRS  
CONTRACT NO. 18-02**

**WHEREAS**, the Pennsauken Sewerage Authority (“PSA”) having met in the Reorganization session on January 9, 2018; 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 \$110,360.00 for the Annual Emergency Pump Station Repairs, fiscal year 2018.

  
Bill Orth, Secretary

**ROLLCALL:**

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

**ADOPTED: January 9, 2018**

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

See Resolution 18-16

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

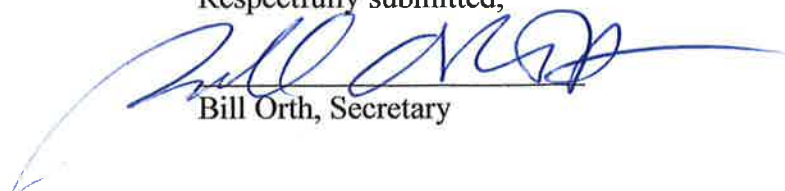
Mr. Orth said Happy New Year to everyone.

Correspondence:

No correspondence.

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

Respectfully submitted,

  
Bill Orth, Secretary



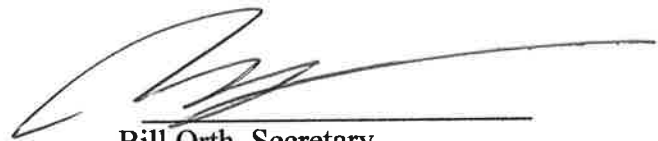
**RESOLUTION OF THE PENNSAUKEN SEWERAGE  
AUTHORITY TO AWARD THE SERVICE CONTRACT FOR  
THE MAINTENANCE  
OF AIR SCRUBBER SYSTEMS INSTALLED  
AT PUMP STATIONS 1 & 6  
CONTRACT NO. 18-03**

**WHEREAS**, the Pennsauken Sewerage Authority (“PSA”) having met in the Reorganization session of January 9, 2018; 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 \$20,460.00 for the Maintenance of Air Scrubber Systems Installed at Pump Stations 1 & 6 for the fiscal year 2018.



Bill Orth, Secretary

**ROLLCALL:**

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

**ADOPTED:** January 9, 2018

**PENNSAUKEN SEWERAGE AUTHORITY**  
**REVENUES-JANUARY 1, 2017 - DECEMBER 31, 2017**  
**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	\$ 182,283.15	\$ 2,572,891.16	\$ 226.50	\$ 2,657,460.25
4004 COMMERCIAL	1,260,000.00	\$ 36,285.28	\$ 1,519,480.27	\$ 52,359.25	\$ 1,413,548.61
4005 PENALTY	35,000.00	\$ 4,402.96	\$ 43,124.05	\$ 3,508.84	\$ 40,337.50
4002 MERCH	205,000.00	\$ 103,027.77	\$ 207,190.32	\$ 103,027.77	\$ 207,190.32
4003 C/H	31,000.00		\$ 31,925.00		\$ 31,925.00
4012 OTHER INCOME	3,000.00	\$ 125.00	\$ 8,385.53		\$ 8,385.53
4013 INVEST INT	1,000.00	\$ 359.00	\$ 4,032.20		\$ 4,032.20
4014 TRUSTEE INT	5,000.00	\$ 152.92	\$ 3,008.22		\$ 3,008.22
4016 PERMITS (RES)	5,000.00	\$ 300.00	\$ 4,275.00		\$ 4,275.00
4019 PERMITS (COMM)	25,000.00		\$ 100.00		\$ 100.00
4021-PERMITS (MERCH)	1,000.00		\$ -		\$ -
4020-JIF INS PREMIUM	12,000.00	\$11,990.24	\$ 11,990.24		\$ 11,990.24
4017-18- FILING-INSP.	\$500.00	\$15.00	\$ 105.00		\$ 105.00
4050 INT./NOTES PAY.	500.00	4.64	\$ 271.24		\$ 271.24
Anticipated Balance	-				
<b>TOTALS</b>	<b>4,239,000.00</b>	<b>338,945.96</b>	<b>4,406,778.23</b>	<b>159,122.36</b>	<b>4,382,629.11</b>
		<u>BUDGET</u>	<u>MTD</u>	<u>YTD</u>	<u>REMARKS</u>
<b>ASSETS/CAPITAL</b>		<b>\$ 290,000.00</b>	<b>\$ -</b>		

<u>CASH BALANCES</u>	<u>AMOUNT</u>
GENERAL CHECKING	\$1,495,003.18
PAYROLL	\$25,734.92
REVENUE	\$ 112,711.79
DEBT. SERVICE	NA
DEBT. SERV. RESERVE	\$ 54,603.48
R & R	\$ 251,251.85
GENERAL	\$ 255,428.87

**Investments under Trustee Accounts:**

51,780.98 CD with 1st Colonial Bank @ 1.5% - MATURES 07/23/18  
175,875.31 CD with 1st Colonial Bank @ 1.50% - MATURES 12/24/17  
75,000.00 CD with 1st Colonial Bank @ 1.50% - Matures 4/29/18  
101,997.25 CD with 1st Colonial Bank @ 1.5% - Matures 4/29/2019  
269,396.45 Money Market

**Principal lend-a-hand balances as of December 31, 2017:**

**\$ 12,893.20**

M. Rawle	\$6,813.97	C. Jimenez	\$481.77
D. Brittin	\$4,649.57	E. Black	\$62.60
D. Peluso	\$700.22		
J. Schonewolf	\$185.07		

PENNSAUKEN SEWERAGE AUTHORITY  
Statement of Revenue and Expenditures

Revenue Account Range: 01-00-410-000 to 01-00-430-001 Include Non-Anticipated: Yes  
 Expend Account Range: 01-01-510-500 to 01-03-600-002 Include Non-Budget: Yes  
 Print Zero YTD Activity: NO Year To Date As of: 12/31/17  
 Current Period: 12/01/17 to 12/31/17  
 Prior Year: 12/01/16 to 12/31/16

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
01-00-410-001	Residential	85.64	2,655,135.63	226.50	2,657,595.88	0.00	2,460.25	100
01-00-410-002	Merchantville	208,209.82	205,000.00	103,027.77	311,350.87	0.00	106,350.87	152
01-00-410-003	Cherry Hill	0.00	31,000.00	0.00	36,464.16	0.00	5,464.16	118
01-00-410-004	Commercial	32,132.33	1,260,000.00	52,359.25	1,413,548.61	0.00	153,548.61	112
01-00-410-005	A/R Penalty	4,414.61	35,000.00	3,508.84	40,337.50	0.00	5,337.50	115
01-00-415-001	Permits - Residential	0.00	5,000.00	300.00	4,275.00	0.00	725.00-	86
01-00-415-002	Permits - Commercial	0.00	25,000.00	0.00	100.00	0.00	24,900.00-	0
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	0.00	3,000.00	125.00	8,385.53	0.00	5,385.53	280
01-00-420-002	Application and Inspection Fees	0.00	500.00	15.00	105.00	0.00	395.00-	21
01-00-420-004	JIF Insurance Premium Refund	14,218.60	12,000.00	11,990.24	11,990.24	0.00	9.76-	100
01-00-420-005	Int on Lend-a-Hand Accounts	39.65	500.00	4.64	271.24	0.00	228.76-	54
01-00-425-001	Interest from Operating Fund	277.61	1,000.00	359.00	4,032.20	0.00	3,032.20	403
01-00-425-002	Interest from Trustee Accounts	0.00	5,000.00	0.00	2,855.30	0.00	2,144.70-	57
	OPERATING REVENUES Revenue Total	259,206.98	4,239,135.63	171,916.24	4,491,311.53	0.00	252,175.90	106

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	ADMN PSA Management	13,357.85	255,000.00	26,015.71	251,237.72	0.00	3,762.28	99
01-01-510-502	ADMN Office Staff	21,097.80	296,800.00	23,051.30	257,944.04	0.00	38,855.96	87
01-01-510-503	ADMN: Commissioners	1,250.00	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	ADMN: PERS/Employers Liabtl	0.00	101,720.00	0.00	101,720.00	0.00	0.00	100
01-01-510-602	ADMN: FICA/SOCIAL SECURITY/MEDICARE	1,869.59	50,000.00	3,201.06	42,136.06	0.00	7,863.94	84
01-01-510-603	ADMN: SUI/SDI/FLI	42.77	4,000.00	14.25	3,026.12	0.00	973.88	76
01-01-510-604	ADMN: Hospital Benefits	308.05	150,000.00	446.35	126,340.09	0.00	23,659.91	84
01-01-510-605	ADMN: Vision, Dental & Rx	248.54	57,000.00	1,391.73	49,631.35	0.00	7,368.65	87
01-01-510-607	ADMN: Sick/Vac Payback	0.00	65,000.00	2,676.63	62,196.59	0.00	2,803.41	96
01-01-510-700	ADMINISTRATION OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
01-01-510-721	ADMN: Legal Fees	0.00	20,000.00	1,516.63	18,200.00	0.00	1,800.00	91
01-01-510-722	ADMN: Audit	0.00	36,000.00	0.00	33,770.00	0.00	2,230.00	94
01-01-510-723	ADMN: Other Professional Fees	5,521.96	18,700.00	2,400.00	3,937.50	0.00	14,762.50	21
01-01-510-736	ADMN: Public Officials Liab.	0.00	7,800.00	0.00	7,703.66	0.00	96.34	99
01-01-510-750	ADMN: Office Supplies & Expense	921.01	11,700.00	115.61	11,592.02	0.00	107.98	99

PENNSAUKEN SEWERAGE AUTHORITY  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
01-01-510-751	ADMIN: Postage	0.00	16,000.00	0.00	9,735.90	0.00	6,264.10	61
01-01-510-752	ADMIN: Advertising & Printing	573.40	15,000.00	263.36	5,661.79	0.00	9,338.21	38
01-01-510-753	ADMIN: Telephone	1,713.79	23,000.00	1,514.01	19,366.68	0.00	3,633.32	84
01-01-510-754	ADMIN: Miscellaneous Exp	378.00	3,585.00	207.00	678.79	0.00	2,906.21	19
01-01-510-755	ADMIN: Service Contracts	254.92	15,000.00	295.02	14,238.86	0.00	761.14	95
01-01-510-756	ADMIN: Equipment Rental	0.00	4,000.00	747.00	2,988.00	0.00	1,012.00	75
01-01-510-757	ADMIN: Building Utilities	2,782.41	35,000.00	899.36	16,324.36	0.00	18,675.64	47
01-01-510-758	ADMIN: Building Exp. & Repairs	84.25	17,000.00	389.96	9,684.77	0.00	7,315.23	57
01-01-510-759	ADMIN: Financial Exp	0.00	2,000.00	0.00	1,790.00	0.00	210.00	90
01-01-510-760	ADMIN: Bad Debt Exp	0.00	500.00	0.00	0.00	0.00	500.00	0
01-01-510-762	ADMIN: Education/Dues	0.00	8,000.00	900.00	5,945.98	0.00	2,054.02	74
01-01-510-763	ADMIN: Civic Involvement	0.00	182,500.00	150,000.00	182,500.00	0.00	0.00	100
01-02-520-500	COST OF SERVICE SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0
01-02-520-505	ADM: Union Salaries	66,752.13	943,000.00	91,558.80	890,351.10	0.00	52,648.90	94
01-02-520-506	ADM: Management Salaries	22,397.59	195,000.00	19,199.72	197,877.72	0.00	2,877.72	101
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	ADM: PERS	1,199.95	105,820.00	23.33	105,822.18	0.00	2.18	100
01-02-520-602	ADM: FICA/SOCIAL SECURITY/MEDICARE	7,602.11	95,000.00	9,396.77	88,334.79	0.00	6,665.21	93
01-02-520-603	ADM: SUT/SDI/FI	21.94	6,000.00	87.70	4,710.41	0.00	1,289.59	79
01-02-520-604	ADM: Hospitalization Benefits	0.00	323,000.00	184.40	309,509.36	0.00	13,490.64	96
01-02-520-605	ADM: Vision, Dental & Rx	1,067.34	116,500.00	2,177.08	107,669.13	0.00	8,830.87	92
01-02-520-607	ADM: Sick/vac Payback	9,732.10	88,800.00	8,343.85	75,806.35	0.00	12,993.65	85
01-02-520-608	ADM: Uniform Exp.	0.00	8,100.00	0.00	8,091.83	0.00	8.17	100
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	ADM: Engineer Fees	720.00	40,000.00	0.00	37,152.64	0.00	2,847.36	93
01-02-520-731	ADM: General Liability/Auto Ins	0.00	27,500.00	0.00	21,200.46	0.00	6,299.54	77
01-02-520-732	ADM: Worker's Comp Insurance	0.00	53,000.00	0.00	43,439.08	0.00	9,560.92	82
01-02-520-733	ADM: Property	0.00	46,500.00	0.00	45,592.61	0.00	907.39	98
01-02-520-735	ADM: Fund Expense (JIF)	0.00	10,000.00	0.00	4,657.88	0.00	5,342.12	47
01-02-520-741	ADM: Uninsured Liabilities	0.00	10,000.00	0.00	1,798.90	0.00	8,201.10	18
01-02-520-755	ADM: Service Contracts	337.00	30,000.00	1,734.00	23,846.15	0.00	6,153.85	79
01-02-520-764	ADM: Station Utilities	21,432.68	200,000.00	9,514.20	133,064.44	0.00	66,935.56	67
01-02-520-765	ADM: Trash Removal	0.00	12,000.00	773.38	3,623.74	0.00	8,376.26	30
01-02-520-766	ADM: Oper & Maint Expense	2,279.01	31,000.00	7,903.14	29,723.24	0.00	1,276.76	96
01-02-520-767	ADM: Safety Expense	88.28	5,000.00	331.84	4,413.66	0.00	586.34	88
01-02-520-768	ADM: Landscaping	0.00	2,000.00	0.00	62.99	0.00	1,937.01	3
01-02-520-769	ADM: Vehicle & Repair Exp	876.13	40,000.00	4,791.04	23,195.70	0.00	16,804.30	58
01-02-520-770	ADM: Fuel/Tolls/Mileage Exp	4,154.41	50,000.00	0.00	14,194.03	0.00	35,805.97	28
01-02-520-771	ADM: Collection System Expense	2,934.38	60,000.00	2,555.00	52,542.80	0.00	7,457.20	88
01-02-520-772	ADM: Emergency Repairs	6,309.72	140,000.00	21,550.00	81,256.00	0.00	58,744.00	58

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	70,550.37	130,000.00	52,636.78	164,322.75	0.00	34,322.75-	126
01-02-520-774	O&M: Chemicals	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
01-02-520-775	O&M Permits & Licensing	0.00	3,000.00	0.00	648.00	0.00	2,352.00	22
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	6,925.00	0.00	6,925.00	0.00	0.00	100
	OPERATING FUND Expend Total	406,240.04	4,239,000.00	450,306.01	3,781,725.58	0.00	457,274.42	88
Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expended	Total Available Revenues
01	OPERATING FUND	259,206.98	171,916.24	4,491,311.53	406,240.04	450,306.01	3,781,725.58	709,585.95

PENNSAUKEN SEWERAGE AUTHORITY  
Statement of Revenue and Expenditures

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expended	Total Available Revenues
	Final Total	259,206.98	171,916.24	4,491,311.53	406,240.04	450,306.01	3,781,725.58	709,585.95

## Superintendent's Report

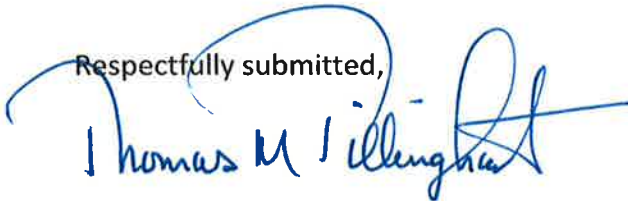
Meeting of January 9, 2018

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

In regular and preventative maintenance we flushed 36,837 feet of gravity sewer main. 2,301 feet was root cut and 4,288 feet was inspected using our CCTV equipment. We responded to 37 calls for service. The call breakdown is as follows:

Main Line stoppages:	4
Vent stoppages:	13
Station alarms:	4
Miscellaneous services:	16

Respectfully submitted,



Thomas M. Tillinghast  
Superintendent