

The Chairman Mr. Lutz called the meeting of the Pennsauken Sewerage Authority to order at 6:45 p.m. on the above date with a salute to the flag. The meeting was held at the Pennsauken Sewerage Authority office, 1250 John Tipton Blvd., Pennsauken, NJ.

Mr. Lutz stated meeting Notice has been given to the Courier Post and the All Around Pennsauken newspapers and posted at the Pennsauken Municipal Building and the Pennsauken Sewerage Authority in accordance with the Sunshine Law.

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

Mr. Oren Lutz
Mr. Gregory Schofield
Mr. James Cummings
Mr. James Pennestri

Also present were:

Mr. Bill Orth, Executive Director
Ms. Robin Fair, Treasurer
Mr. Thomas M. Tillinghast, Superintendent
Mr. David Luthman, Solicitor

Absent was:

Mr. Roy Bundy

The Chairman 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. Bundy and carried to close the public portion of the meeting.

The minutes of the meeting March 20, 2012 were presented for approval.

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

The Chairman stated the amount of bills to be paid tonight is \$385,077.01

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

See Bill List Attached

Approval of Utility Balance Adjustment #'s 6777, 6778, 6779, 6780, 6781, 6784, 6818, 6819, 6820, 6840 & 6849 were presented.

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

See Journals Attached

PENNSAUKEN SEWERAGE AUTHORITY

APRIL 17, 2012

MEETING FIGURE

\$385,077.01

04/11/12
14:21:25

PENNSAUKEN SEWERAGE AUTHORITY
Check Register By Check Date

 Range of Checking Accts: OPER MAN WIRE to OPERATING Range of Check Dates: 03/21/12 to 04/11/12
 Report Type: All Checks Report Format: Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Number
PO #	Description				Contract
OPER MAN WIRE	OPERATING	MANUAL WIRES/TRANS			
613	03/27/12	PAYROLL PAYROLL ACCOUNT		03/31/12	1247
P2-00077	PAYROLL W/E 3/25/12		227,707.94		
614	04/03/12	PAYROLL PAYROLL ACCOUNT			1250
P2-00091	PAYROLL W/E 4/1/12		30,928.31		
615	04/10/12	PAYROLL PAYROLL ACCOUNT			1254
P2-00095	PAYROLL W/E 4/8/12		32,685.26		

Checking Account Totals	Paid	Void	Amount Void	Amount Paid
Checks:	3	0	0.00	291,321.51
Direct Deposit:	0	0	0.00	0.00
Total:	3	0	0.00	291,321.51

OPERATING	operating cash			
23559	03/31/12	MM Municipal Maintenance Co. Inc.		1249
		00565 AIRPORT STATION: 8/4-10/14/11	6,941.32	
		11-00567 DELAIR PUMP STATION: 9/15/11	13,268.30	
			20,209.62	
23560	03/31/12	MOTOROLA MOTOROLA SOLUTIONS, INC.		1249
		11-00546 2-WAY RADIO EQUIP FOR PSA VEH	19,002.55	
23561	04/04/12	COMCAST COMCAST		1252
		12-00056 CABLE & INTERNET 2/23-3/22/12	162.89	
23562	04/04/12	LUTHMAN DAVID A. LUTHMAN		1252
		12-00023 LEGAL COUNSEL YEAR OF 2012	1,516.67	
23563	04/04/12	PRINT PRINT AND MAIL COMMUNICATIONS		1252
		12-00169 PROCESS/MAIL CYCLE 3: 3706 PCS	1,756.64	
23564	04/05/12	UNUMLIFE UNUM LIFE INSUR CO OF AMERICA		1253
		12-00109 #LAN684507:DIRECTOR'S DISAB PL	400.59	
23565	04/11/12	41244001 MARLEN SANCHEZ		1256
		12-00168 OVERPAYMENT REFUND	782.08	
23566	04/11/12	ABCON AB-CON EXTERMINATING INC.		1256
		12-00008 2012 EXTERMINATING & CONTRACT	28.00	
23567	04/11/12	AMSAN AMSAN		1256
		12-00160 WASP SPRAY/DISINFCT/ODOR ELIM	163.95	

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PENNSAUKEN SEWERAGE AUTHORITY
Check Register By Check Date

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Number
#		Description		Contract	Contract
23568	04/11/12	CED Consolidated Elec Dist, Inc.			1256
	12-00159	4 BULBS FOR STATIONS	70.00		
23569	04/11/12	CIARROCC BENITO & NICOLINA CIARROCCHI			1256
	12-00020	2012 MEDICAL B COVERAGE	92.20		
23570	04/11/12	CINTAS CINTAS FIRST AID & SAFETY			1256
	12-00048	RESTOCK CABINET	158.61		
23571	04/11/12	COBRA COBRA TECHNOLOGIES CORP.			1256
	12-00164	1YR SOFTWARE SUPPORT CONTRACT	2,400.00		
23572	04/11/12	DELTA DELTA DENTAL OF NJ, INC.			1256
	12-00018	2012 DENTAL PLAN FOR ADM/O&M	3,786.74		
23573	04/11/12	DONSAUTO Don's Westfield Auto Sply, Inc			1256
	12-00138	MISC PURCHASES MNTH OF MARCH	343.31		
23574	04/11/12	FONTANAS Fontana's Auto Repair Inc.			1256
	12-00156	CHECK ENGINE LIGHT ON TRK #707	757.60		
	12-00158	REPAIR BRAKE LINES - TRK 707	888.00		

			1,645.60		
23575	04/11/12	GALETON GALETON, INC.			1256
	12-00161	WORK GLOVES & RUBBER GLOVES	369.38		
23576	04/11/12	HESS HESS CORPORATION			1256
	12-00061	NATURAL GAS	168.48		
	12-00075	NJ ENERGY CHOICE 1/6-2/3/12	5,670.42		

			5,838.90		
23577	04/11/12	INGRAM WILLIAM INGRAM			1256
	12-00022	2012 MEDICAL B COVERAGE	46.10		
23578	04/11/12	LONGO LONGO ELEC-MECHANICAL, INC.			1256
	12-00181	TROUBLESHOOT @ STATION #5	680.00		
23579	04/11/12	MACANANY PATRICIA MACANANY			1256
	12-00035	2012 HEALTH COVERAGE	308.05		
23580	04/11/12	NEWTOWN NEWTOWN OFFC COMPUTER SPLY INC			1256
	12-00162	FUSER KIT/COPY PPR/ENV/STAPLES	348.87		
23581	04/11/12	NJAWSTA NEW JERSEY AMERICAN WATER CO			1256
	12-00065	WATER SERVICE @ PUMP STATIONS	35.00		
	12-00066	USAGE/BASE CHRG #18-1714225-8	61.55		

			96.55		
23582	04/11/12	OCC ONE CALL CONCEPTS, INC.			1256
	12-00076	MARK OUTS - JANUARY	156.94		

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PENNSAUKEN SEWERAGE AUTHORITY
Check Register By Check Date

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Check #	Check Date	Vendor # Description	Amount Paid	Reconciled/Void Ref Number Contract
23583	04/11/12	PBENNETT PAULINE BENNETT 12-00019 2012 MEDICAL B COVERAGE	46.10	1256
23584	04/11/12	PDOYLE PATRICK J. DOYLE 12-00021 2012 MEDICAL B COVERAGE	46.10	1256
23585	04/11/12	PHILA PHILA. BUSINESS FORMS INC. 12-00148 1,100 2-PART PURCHASE ORDERS	482.70	1256
23586	04/11/12	PSEG PUBLIC SERVICE ELEC & GAS CO. 12-00167 MONTHLY UTILITY: 17 ACCOUNTS	9,185.41	1256
23587	04/11/12	REPUBLIC REPUBLIC SERVICES OF NJ, LLC 12-00016 2012 DUMPSTER RENTAL JAN-DEC	530.37	1256
23588	04/11/12	SAMS SAM'S CLUB/GEMB 12-00128 MISC SPLYS ORDERED 3/2/12	206.58	1256
23589	04/11/12	SAR SAR AUTOMOTIVE EQUIPMENT 12-00165 EMGY: MARION AVE & GLADWYN AVE	3,675.00	1256
23590	04/11/12	SCHWER SCHWERING HARDWARE, INC. 12-00141 MISC PURCHASES MONTH OF MARCH	177.94	1256
23591	04/11/12	SIR SIR SPEEDY PRINTING 12-00147 1,000 ENVELOPES W/PSA LOGO	115.00	1256
23592	04/11/12	SPRING SPRINGTIME INC. 12-00014 2012 COOLER RENTAL & MAINT 12-00157 MISC. COFFEE SPLYS ORD'D 3/21	79.98 128.95 ----- 208.93	1256
23593	04/11/12	SUBURBAN SUBURBAN WINDOW CLEANING, LLC 12-00178 2012 WINDOW CLEANING SERVICE	80.00	1256
23594	04/11/12	TWPENN TOWNSHIP OF PENNSAUKEN 12-00180 FUEL FOR PSA VEHICLES: JAN-MAR	10,485.48	1256
23595	04/11/12	UNUM UNUM LIFE INSUR CO OF AMERICA 12-00017 ANNUAL LIFE/DISABIL: O&M/ADM	768.89	1256
23596	04/11/12	USABLU USA BLUEBOOK 12-00154 6-SIGNAL MASTER FLOAT SWITCHES	293.95	1256
23597	04/11/12	USBANK U.S. BANK 12-00170 TRUSTEE FEE 3/1/12 TO 2/28/13	1,000.00	1256
2	04/11/12	USPOST UNITED STATES POSTAL SERVICE 12-00171 REFILL POSTAGE MCHN #17221565	5,000.00	1256
23599	04/11/12	VAL VAL ASSOC. LABORATORY, INC.		1256

04/11/12
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PENNSAUKEN SEWERAGE AUTHORITY
Check Register By Check Date

Check #	Check Date	Vendor Description	Amount Paid	Reconciled/Void	Ref Number Contract
12-00113		SULFIDE/SAMPLING TESTING	386.00		
23600	04/11/12	VANGUARD VANGUARD CLEANING SYSTEM			1256
12-00015		WKLY CLNG/FLOORS/CARPETS	225.00		
23601	04/11/12	WATERENV WATER ENVIRONMENT FEDERATION			1256
12-00163		MBRSHP: INGRAM/OLIVO/FIGUEROA	278.00		
23602	04/11/12	WESTMONT WESTMONT HARDWARE, INC.			1256
12-00140		MISC PRCHS MONTH OF MARCH	28.03		
23603	04/11/12	WHARTON Wharton Hardware & Sply Corp			1256
12-00137		MISC PURCHASES MONTH OF MARCH	171.78		

Checking Account Totals	Paid	Void	Amount Void	Amount Paid
Checks:	45	0	0.00	93,755.50
Direct Deposit:	0	0	0.00	0.00
Total:	45	0	0.00	93,755.50

Report Totals	Paid	Void	Amount Void	Amount Paid
Checks:	48	0	0.00	385,077.01
Direct Deposit:	0	0	0.00	0.00
Total:	48	0	0.00	385,077.01

Fund Description	Fund	Budget Total	Revenue Total
OPERATING FUND	2-01	385,077.01	0.00
Total of All Funds:		385,077.01	0.00

04/11/12
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PENNSAUKEN SEWERAGE AUTHORITY
Check Register By Check Date

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
OPERATING FUND	2-01	345,864.84	39,212.17	0.00	0.00	385,077.01
Total of All Funds:		<u>345,864.84</u>	<u>39,212.17</u>	<u>0.00</u>	<u>0.00</u>	<u>385,077.01</u>

		Principal						
Code	Type Description	Count	Arrears/Other	2011	2012	Future	Penalty	Total
105	Balance Adjustment Cancel Charges	1	0.00	0.00	0.00	0.00	0.65-	0.65-
405	Balance Adjustment Cancel Charges	1	0.00	0.00	0.00	0.00	0.86-	0.86-
	Sewer Totals:	2	0.00	0.00	0.00	0.00	1.51-	1.51-
Grand Totals:		2	0.00	0.00	0.00	0.00	1.51-	1.51-

Batch Id: DEBORAH

Account Id	Service	Adj Code	Bill Code	Yr Prd	Principal	Penalty	Total	Descript	Date	Seq
Name		Transaction Type								
61180000-0	Sewer	105		11 4	0.00	0.65-	0.65-	ADJUSTMENT	03/21/12	1
JBAT LLC - SEE 90428005		Balance Adjustment								
9000-0	Sewer	405		11 4	0.00	0.86-	0.86-	ADJUSTMENT	03/21/12	2
JBAT		Balance Adjustment								

Batch: DEBORAH Updated Entries: 2 Updated Principal: 0.00 Updated Penalty: 1.51- Ref Num: 6777

		Principal						
Code Type	Description	Count	Arrears/Other	2011	2012	Future	Penalty	Total
404	Balance Adjustment							
	Balance Correction	2	0.00	15.19-	0.00	0.00	0.00	15.19-
	Sewer Totals:	2	0.00	15.19-	0.00	0.00	0.00	15.19-

03/21/12 PENNSAUKEN SEWERAGE AUTHORITY Page No: 1
 09:38:04 Utility Balance Adjustment Verification Listing for Batch: DEBORAH

Batch Id: DEBORAH

Account Id	Service	Adj Code	Bill Code	Yr Prd	Principal	Penalty	Total	Descript	Date	Seq
Name			Transaction Type							
90429000-0	Sewer	404		11 4	57.19-	0.00	57.19-	CORRECTION	03/21/12	1
JBAT			Balance Adjustment							
90429000-0	Sewer	404		11 4	42.00	0.00	42.00	CORRECTION	03/21/12	2
JBAT			Balance Adjustment							

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 09:38:38 Utility Balance Adjustment Batch Update Report

Batch: DEBORAH Updated Entries: 2 Updated Principal: 15.19- Updated Penalty: 0.00 Ref Num: 6778

03/21/12
10:03:16

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

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		Principal						
Code	Type Description	Count	Arrears/Other	2011	2012	Future	Penalty	Total
404	Balance Adjustment							
	Balance Correction	1	0.00	42.00-	0.00	0.00	0.00	42.00-
	Sewer Totals:	1	0.00	42.00-	0.00	0.00	0.00	42.00-
	Grand Totals:	1	0.00	42.00-	0.00	0.00	0.00	42.00-

03/21/12
10:03:16

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

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Batch Id: DEBORAH

Account Id Name	Service	Adj Code	Bill Code	Yr Prd	Principal	Penalty	Total	Descript	Date	Seq
90429000-0 JBAT	Sewer	404		11 4	42.00-	0.00	42.00-	POSTED INCORRECTLY	03/21/12	1
					Balance Adjustment					

03/21/12
4:09

PENNSAUKEN SEWERAGE AUTHORITY
Utility Balance Adjustment Batch Update Report

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Batch: DEBORAH Updated Entries: 1 Updated Principal: 42.00- Updated Penalty: 0.00 Ref Num: 6779

03/21/12
11:36:19

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

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Batch Id: ROBIN

Account Id	Service	Adj Code	Bill Code	Yr Prd	Principal	Penalty	Total	Descript	Date	Seq
Name			Transaction Type							
90429000-0 JBAT	Sewer	404		11 4	57.19	0.00	57.19	CORRECTION2	03/21/12	1
			Balance Adjustment							

03/21/12
11:36:19

PENNSAUKEN SEWERAGE AUTHORITY
Utility Balance Adjustment Verification Totals for Batch: ROBIN

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Code Type		Principal		Principal		Penalty		Total
Description	Count	Arrears/Other	2011	2012	Future	Penalty		
404 Balance Adjustment								
Balance Correction	1	0.00	57.19	0.00	0.00	0.00		57.19
Sewer Totals:	1	0.00	57.19	0.00	0.00	0.00		57.19
Grand Totals:	1	0.00	57.19	0.00	0.00	0.00		57.19

03/21/12
11:36:42

PENNSAUKEN SEWERAGE AUTHORITY
Utility Balance Adjustment Batch Update Report

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Batch: ROBIN Updated Entries: 1 Updated Principal: 57.19 Updated Penalty: 0.00 Ref Num: 6780

03/21/12
15:20:08

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

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		Principal						
Code	Type Description	Count	Arrears/Other	2011	2012	Future	Penalty	Total
405	Balance Adjustment Cancel Charges	2	0.00	236.04-	0.00	0.00	0.00	236.04-
	Sewer Totals:	2	0.00	236.04-	0.00	0.00	0.00	236.04-
	Grand Totals:	2	0.00	236.04-	0.00	0.00	0.00	236.04-

03/21/12
15:20:08

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

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Batch Id: DEBORAH

Account Id	Service	Adj Code	Bill Code	Yr Prd	Principal	Penalty	Total	Descript	Date	Seq
Name		Transaction Type								
90328002-0	Sewer LOCKBOURNE MANOR INC	405		11 4	3.10-	0.00	3.10-	remove penalty	03/21/12	1
90328003-1	Sewer BOURNE MANOR INC	405		11 4	232.94-	0.00	232.94-	remove penalty	03/21/12	2

03/21/12
15:21:32

PENNSAUKEN SEWERAGE AUTHORITY
Utility Balance Adjustment Batch Update Report

Page No: 1

Batch: DEBORAH Updated Entries: 2 Updated Principal: 236.04- Updated Penalty: 0.00 Ref Num: 6781

		Principal						
Code	Type	Count	Arrears/Other	2011	2012	Future	Penalty	Total
105	Balance Adjustment Cancel Charges	1	0.00	0.00	1.30	0.00	0.00	1.30
Sewer Totals:		1	0.00	0.00	1.30	0.00	0.00	1.30
Grand Totals:		1	0.00	0.00	1.30	0.00	0.00	1.30

Batch Id: DEBORAH

Account Id	Service	Adj Code	Bill Code	Yr Prd	Principal	Penalty	Total	Descript	Date	Seq
40136000-0	Sewer	105		12 1	1.30	0.00	1.30	REMOVE INTEREST	03/22/12	1
MARTINEZ, FELIX					Balance Adjustment					

Batch: DEBORAH	Updated Entries:	1	Updated Principal:	1.30	Updated Penalty:	0.00	Ref Num:	6784
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04/02/12
10:17:08

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

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Code	Description	Count	Arrears/Other	Principal			Penalty	Total
				2011	2012	Future		
105	Balance Adjustment Cancel Charges	1	0.00	0.00	2.60-	0.00	0.00	2.60-
	Sewer Totals:	1	0.00	0.00	2.60-	0.00	0.00	2.60-
	Grand Totals:	1	0.00	0.00	2.60-	0.00	0.00	2.60-

04/02/12
10:17:08

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

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Batch Id: DEBORAH

Account Id Name	Service	Adj Code	Bill Code Transaction Type	Yr Prd	Principal	Penalty	Total	Descript	Date	Seq
40136000-0 MARTINEZ, FELIX	Sewer	105		12 1	2.60-	0.00	2.60-	CORRECTION IN ADJ	03/22/12	1
			Balance Adjustment							

04/02/12
10:18:24

PENNSAUKEN SEWERAGE AUTHORITY
Utility Balance Adjustment Batch Update Report

Page No: 1

Batch: DEBORAH Updated Entries: 1 Updated Principal: 2.60- Updated Penalty: 0.00 Ref Num: 6818

		Principal						
Code	Description	Count	Arrears/Other	2011	2012	Future	Penalty	Total
102	Balance Adjustment Refund Overpayment	11	150.50	42.85	0.00	0.00	1.32-	192.03
	Sewer Totals:	11	150.50	42.85	0.00	0.00	1.32-	192.03
	Grand Totals:	11	150.50	42.85	0.00	0.00	1.32-	192.03

Batch Id: DEBORAH Page No: 1

Account Name	Id	Service	Adj Code	Bill Code	Yr Prd	Principal	Penalty	Total	Descript	Date	Seq
				Transaction Type							
E FEVRE, JAMES	1526001-0	Sewer	102		09 1	5.75	0.00	5.75	refund overpayment	03/20/12	1 ✓
				Balance Adjustment							
E FEVRE, JAMES	1526001-0	Sewer	102		09 2	20.25	0.00	20.25	refund overpayment	03/20/12	2 ✓
				Balance Adjustment							
E FEVRE, JAMES	1526001-0	Sewer	102		09 3	20.25	0.00	20.25	refund overpayment	03/20/12	3 ✓
				Balance Adjustment							
E FEVRE, JAMES	1526001-0	Sewer	102		09 4	20.25	0.00	20.25	refund overpayment	03/20/12	4 ✓
				Balance Adjustment							
E FEVRE, JAMES	1526001-0	Sewer	102		10 1	21.00	0.00	21.00	refund overpayment	03/20/12	5 ✓
				Balance Adjustment							
E FEVRE, JAMES	1526001-0	Sewer	102		10 2	21.00	0.00	21.00	refund overpayment	03/20/12	6 ✓
				Balance Adjustment							
E FEVRE, JAMES	1526001-0	Sewer	102		10 3	21.00	0.00	21.00	refund overpayment	03/20/12	7 ✓
				Balance Adjustment							
E FEVRE, JAMES	1526001-0	Sewer	102		10 4	21.00	0.00	21.00	refund overpayment	03/20/12	8 ✓
				Balance Adjustment							
E FEVRE, JAMES	1526001-0	Sewer	102		11 1	21.75	0.00	21.75	refund overpayment	03/20/12	9 ✓
				Balance Adjustment							
E FEVRE, JAMES	1526001-0	Sewer	102		11 2	21.10	0.02-	21.08	refund overpayment	03/20/12	10 ✓
				Balance Adjustment							
E FEVRE, JAMES	1526001-0	Sewer	102		11 3	0.00	1.30-	1.30-	refund overpayment	03/20/12	11 ✓
				Balance Adjustment							

Batch: DEBORAH Updated Entries: 11 Updated Principal: 193.35 Updated Penalty: 1.32- Ref Num: 6819

04/02/12
11:28:05

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

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Code	Type	Description	Count	Arrears/Other	Principal			Penalty	Total
					2011	2012	Future		
102	Refund Overpayment	Refund Overpayment	2	411.58	0.00	0.00	0.00	0.00	411.58
Sewer Totals:			2	411.58	0.00	0.00	0.00	0.00	411.58

04/02/12
11:28:05

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

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Batch Id: DEBORAH

Account Id	Service	Adj Code	Bill Code	Yr Prd	Principal	Penalty	Total	Descript	Date	Seq
Name		Transaction Type								
30179000-0	Sewer	102			174.00	0.00	174.00	REFUND OVERPAYMENT	03/20/12	1
THORNTON, LAWRENCE		Refund Overpayment								
20576000-0	Sewer	102			237.58	0.00	237.58	REFUND OVERPAYMENT	03/20/12	2
GUERRERO, VICTOR		Refund Overpayment								

04/02/12
11:28:05

PENNSAUKEN SEWERAGE AUTHORITY
Utility Balance Adjustment Batch Update Report

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Batch: DEBORAH Updated Entries: 2 Updated Principal: 411.58 Updated Penalty: 0.00 Ref Num: 6820

04/09/12
10:28:24

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

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		Principal						
Co	/pe Description	Count	Arrears/Other	2011	2012	Future	Penalty	Total
405	Balance Adjustment Cancel Charges	4	0.00	0.00	348.00-	0.00	0.00	348.00-
	Sewer Totals:	4	0.00	0.00	348.00-	0.00	0.00	348.00-
	Grand Totals:	4	0.00	0.00	348.00-	0.00	0.00	348.00-

04/09/12
10:28:24

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

Page No: 1

Batch Id: DEBORAH

Account Id Name	Service	Adj Code	Bill Code Transaction Type	Yr Prd	Principal	Penalty	Total	Descript	Date	Seq
50478001-0 F G PROPERTY	Sewer	405		12 1	87.00-	0.00	87.00-	CHANGED TO COMM ACCT	04/09/12	1
			Balance Adjustment							
50478001-0 F G PROPERTY	Sewer	405		12 2	87.00-	0.00	87.00-	CHANGED TO COMM ACCT	04/09/12	2
			Balance Adjustment							
50478001-0 F G PROPERTY	Sewer	405		12 3	87.00-	0.00	87.00-	CHANGED TO COMM ACCT	04/09/12	3
			Balance Adjustment							

04/09/12
10:29:17

PENNSAUKEN SEWERAGE AUTHORITY
Utility Balance Adjustment Batch Update Report

Page No: 1

Batch: DEBORAH Updated Entries: 4 Updated Principal: 348.00- Updated Penalty: 0.00 Ref Num: 6840

04/12/12
08:19:09

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

Page No: 2

Code	Type Description	Count	Arrears/Other	Principal			Penalty	Total
				2011	2012	Future		
405	Balance Adjustment Cancel Charges	3	0.00	0.00	197.33-	0.00	0.00	197.33-
	Sewer Totals:	3	0.00	0.00	197.33-	0.00	0.00	197.33-
	Grand Totals:	3	0.00	0.00	197.33-	0.00	0.00	197.33-

04/12/12
08:19:09

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

Page No: 1

Batch Id: DEBORAH

Account Id Name	Service	Adj Code	Bill Code	Yr Prd Transaction Type	Principal	Penalty	Total	Descript	Date	Seq
90046004-0 RUSHWORTH, JOHN	Sewer	405		12 1 Balance Adjustment	87.00-	0.00	87.00-	BEING BILLED AS RES	04/12/12	1
90067000-0 DOAL, JO VAN	Sewer	405		12 1 Balance Adjustment	43.50-	0.00	43.50-	BEING BILLED AS RES	04/12/12	2
90106001-0 PHAM, QUOC	Sewer	405		12 1 Balance Adjustment	66.83-	0.00	66.83-	F-786 BILLED RDG 827	04/12/12	3

04/12/12
08:20:49

PENNSAUKEN SEWERAGE AUTHORITY
Utility Balance Adjustment Batch Update Report

Page No: 1

Batch: DEBORAH Updated Entries: 3 Updated Principal: 197.33- Updated Penalty: 0.00 Ref Num: 6849

The Chairman moved to Old Business.

Resolution No. 12-28 Release of Performance Bond for Pennsauken Golf Course Villas was presented.

A motion was made by Mr. Schofield to approve the release. It was seconded by Mr. Cummings. All Commissioners present voted yes on roll call.

See Resolution No. 12-28

Resolution No. 12-29 Recognize and Honor Richard Ingram for Outstanding Service to PSA Upon his Retirement was presented.

Mr. Schofield moved for the approval of the resolution, seconded by Mr. Pennestri. On roll call all Commissioners present voted yes.

See Resolution No. 12-29

The Chairman moved to New Business.

Updates and Revisions to the Policy and Procedure Manual were presented for approval.

Mr. Cummings made a motion to approve the updates and revisions. Mr. Schofield provided the second. All Commissioners present voted yes to approve the new policies and procedures.

See Revisions Attached

The Chairman asked the Treasurer, Robin Fair, for her report.

See Treasurer's Report

The Chairman asked the Superintendent, Thom Tillinghast, for his report.

See Superintendent's Report

The Chairman accepted the written reports of the Engineers.

See Report from Dennis Yoder
See Report from Jeff Winegar

The Chairman asked the Commissioners for any reports.

Mr. Lutz – No Report

Mr. Schofield – No Report

Mr. Bundy – Absent

Mr. Cummings – No Report

Mr. Pennestri – No Report

**RESOLUTION OF THE PENNSAUKEN SEWERAGE AUTHORITY
AUTHORIZING RELEASE OF THE PERFORMANCE BOND
FOR THE PROJECT KNOWN AS
PENNSAUKEN GOLF COURSE VILLAS**

WHEREAS, an approval for connection was given for the above mentioned project; and

WHEREAS, the required \$2,500 escrow fee and performance bond for \$11,278.80 was posted; and

WHEREAS, the Engineer has informed PSA that the connection has been made, the site inspected and found to be satisfactory; and

WHEREAS, the maintenance bond for \$1,409.85 has been received, examined by the solicitor and found to be satisfactory.

NOW, THEREFORE, BE IT RESOLVED that the performance bond no. FP0017816 be released to Pennsauken Golf Course Villas, LLC.


Bill Orth, Secretary

ROLLCALL:

Mr. Lutz – Yes
Mr. Schofield – Yes
Mr. Bundy – Absent
Mr. Cummings – Yes
Mr. Pennestri – Yes

ADOPTED: April 17, 2012

**A RESOLUTION OF THE PENNSAUKEN SEWERAGE AUTHORITY (“PSA”)
TO RECOGNIZE AND HONOR RICHARD INGRAM FOR HIS
OUTSTANDING SERVICE AND LONGEVITY AS AN EMPLOYEE OF PSA**

WHEREAS, Richard Ingram first became employed by the Pennsauken Sewerage Authority on June 16, 1971; and

WHEREAS, “Richie” has been continually employed by the PSA since that date and performed various jobs on behalf of the Authority, including work as a maintenance mechanic and since 2001 as a member of the management team in his capacity as a foreman; and

WHEREAS, regardless of job assignment, Richie was always a conscientious employee who served as an example to his colleagues of dedication, customer satisfaction and exemplary positive attitude toward all; and

WHEREAS, Richie always maintained a sense of humor that was appreciated by all; and

WHEREAS, Richie worked under the supervision of many superintendents and executive directors and freely shared his unique knowledge of the PSA systems, equipment and effective methods of operation; and

WHEREAS, Richie will retire from service to the PSA on May 1, 2012 after forty years during which he became an indispensable part of the PSA team in a way that will be impossible to replicate.

NOW THEREFORE BE IT RESOLVED, that the Commissioners of the Pennsauken Sewerage Authority wish to recognize the efforts of Richard Ingram and to extend the gratitude, not only of the PSA, its officers and employees, but also of the many people of the Township of Pennsauken whose lives were positively touched by Richie’s devotion to his work; and

BE IT FURTHER RESOLVED, that every member of the PSA family joins in wishing
Richie a healthy and enjoyable retirement.


Bill Orth, Secretary

ROLLCALL:

Mr. Lutz – Yes
Mr. Schofield – Yes
Mr. Bundy – Absent
Mr. Cummings – Yes
Mr. Pennestri – Yes

ADOPTED: April 17, 2012

POLICY 1.3: AMERICANS WITH DISABILITIES ACT (original policy page 6)

In compliance with the Americans with Disabilities Act, the ADA Amendments Act and the New Jersey Law Against Discrimination, the Pennsauken Sewerage Authority does not discriminate based on disability. The Pennsauken Sewerage Authority will endeavor to make every work environment handicap assessable and all future construction and renovation of facilities will be in accordance with applicable barrier-free Federal and State regulations and the Americans with Disabilities Act Accessibility Guidelines, as well as the ADA Amendments Act. It is the policy of the Pennsauken Sewerage Authority to comply with all relevant and applicable provisions of the Americans with Disabilities Act, the ADA Amendments Act and the New Jersey Law Against Discrimination. We will not discriminate against any employee or job applicant with respect to any terms, conditions, or privileges of employment on the basis of a known or perceived disability. We will also make reasonable accommodations to known physical or mental limitations of all employees and applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose undue hardship on the Pennsauken Sewerage Authority. The Executive Director shall engage in an interactive dialogue with disabled employees and prospective employees to identify reasonable accommodations. All decisions with regard to reasonable accommodation shall be made by the Executive Director. Employees who are assigned to a new position as a reasonable accommodation will receive the salary for their new position. The Americans with Disabilities Act does not require the Pennsauken Sewerage Authority to offer permanent "light duty", relocate essential job functions, or provide personal use items such as eyeglasses, hearing aids, wheelchairs, etc. Employees should also offer assistance, to the extent possible, to any member of the public who requests or needs an accommodation when visiting Pennsauken Sewerage Authority facilities. Any questions concerning proper assistance should be directed to the Executive Director.

POLICY 1.25: PERSONNEL FILES (Original Policy page 62 & 63)

Access to Personnel Files Policy:*

The official personnel file for each employee shall be maintained by the Personnel Administrator. Personnel files are confidential records that must be secured in a locked cabinet and will only be available to authorized managerial and supervisory personnel on a need-to-know basis. Records relating to any medical condition will be maintained in a separate file. Electronic personnel and medical records must be protected from unauthorized access.

Upon request, employees may inspect their own personnel files at a mutually agreeable time on the Pennsauken Sewerage Authority premises in the presence of the Executive Director or a designated supervisor. The employee will be entitled to see any records used to determine his or her qualification for employment, promotion or wage increases and any records used for disciplinary purposes. Employees may not remove any papers from the file. Employees will be allowed to have a copy of any document they have signed relating to their obtaining employment. Employees may add to the file their versions of any disputed item. Personnel files do not contain confidential employee medical information. Any such information that the Pennsauken Sewerage Authority may obtain will be maintained in separate files and treated at all times as confidential information. Any such medical information may be disclosed under very limited circumstances in accordance with any applicable legal requirements. The Pennsauken Sewerage Authority endeavors to maintain the privacy of personnel records. There are limited circumstances in which the Pennsauken Sewerage Authority will release information contained in personnel or medical records to persons outside the Pennsauken Sewerage Authority. These circumstances include:

- In response to a valid subpoena, court order or order of an authorized administrative agency;
- To an authorized governmental agency as part of an investigation of the (local unit type's) compliance with applicable law;
- To the (local unit type's) agents and attorneys, when necessary;
- In a lawsuit, administrative proceeding, grievance or arbitration in which the employee and the (local unit type) are parties;
- In a workers' compensation proceeding;
- To administer benefit plans;
- To an authorized health care provider;
- To first aid or safety personnel, when necessary; and

POLICY 1.33: INTERNET USE (original policy page 73)

Pennsauken Sewerage Authority respects the individual privacy of its employees. However, e-mail, voicemail, Internet, township issued cellular devices and computer network are for official business, and use for non-business purposes is prohibited. All e-mail, voice mail and Internet message are public records subject to possible disclosure to the public pursuant to the provisions of the Open Public Records Act.

a. Management's Right to Access Information

E-mail, voicemail and computer network systems have been installed by Pennsauken Sewerage Authority to facilitate business communications. The contents of the systems are accessible at all times by the Authority. These systems should be treated like other shared filing systems. E-mail and voicemail messages, to the extent these systems are utilized, are Authority records. Pennsauken Sewerage Authority reserves the right to monitor, obtain, review and disclose all email messages, computer files, voice mail and Internet message on its computer and communications systems as deemed necessary and appropriate and without prior notice. By using PSA's e-mail, computer systems, voice mail and the Internet, each user agrees that the Authority has unrestricted access and the right to disclose all information communicated or stored on the e-mail computer systems, voice mail and the Internet.

b. Care In Use of E-Mail, Voicemail, Internet and Computer Network Systems

Employees must exercise a greater degree of caution in transmitting the Authority's confidential information on the e-mail, voicemail, Internet and computer network systems than they take with other means of communicating information, because of the ease with which such information can be redistributed and the public access to such information through the Open Public Records Act. Please make sure that all addressees are appropriate recipients of the information to be distributed, via e-mail, voicemail, Internet, text message or other electronic forms of communication, especially when distributing information to a list of recipients. Except in emergency situations or as part of their officially assigned or regular or permitted duties, employees are prohibited from taking any photographs, pictures, digital images or audio recordings of any crime scenes, traffic crashes, arrestees, detainees, people or job related incident or occurrence with any personal analog or digital device, camera, imaging device, audio recorder or cellular telephone. This section also applies in off duty scenarios regarding any law enforcement related activities. Any photographs, images or recordings taken with any personal device pursuant to or in violation of this section are considered evidence and are subject to applicable laws, code guideline or directive concerning storage release and disposal. Employees who have recorded any photographs, images or recordings with any personal device shall notify their supervisors as soon as practical. For the purposes of this section, an "emergency situation" involves a sudden and unforeseen combination of circumstances or the resulting state that calls for immediate action, assistance or relief, and may include accidents, crimes and flights from accidents or crimes. Employees are prohibited from releasing or disclosing any photographs, pictures, digital images of any crime scenes, traffic crashes, arrestees, detainees, people or job related incident or occurrence taken with a personal or agency analog or digital device, camera or cellular

phone to any person, entity, business or media or Internet outlet whether on or off duty without the express written permission of the Executive Director.

c. Personal Use of E-Mail, Voicemail, Internet and Computer Network Systems

Because the Authority provides e-mail, voicemail, Internet, cell phones, and computer network systems to assist employees in performing their jobs, employees should use them for official business. The Authority reserves the right to access and disclose as necessary all messages sent over its systems, without regard to content.

Since the contents of e-mail and voicemail may be accessed by the Authority without prior notice to employees, and since the Authority can monitor employees' use of its computer network systems, employees should not use any of the systems to transmit any messages they would not want to disclose to a third party. Employees that maintain personal web pages and web sites, including but not limited to Facebook, YouTube, Myspace, Twitter, etc., shall not post information on such sites that would constitute a violation of the personnel policies of the Authority if expressed or published using any other medium or in any other manner. The posting of words, phrases, photographs, images or any kind of information on a personal web site may be grounds for the imposition of disciplinary action against the employee if the words, phrases, photographs, images or information adversely reflects on the employee's fitness for duty or constitutes a violation of the personnel policies of the Authority. Moreover, employees should not use these systems for soliciting or proselytizing others for commercial ventures, religious or personal causes, outside organizations or other similar, nonjob-related solicitations.

d. Forbidden Content of E-Mail, Voicemail, Internet and Computer Network Systems Communications

Employees may not use the e-mail, voicemail, Internet computer network systems, or Township Issued Cell Phone or any other township issued electronic device in any way that may be seen as insulting, defamatory, obscene, harassing, disruptive, or offensive by other persons or as harmful to morale. Examples of forbidden transmissions or downloads include sexually-explicit messages; unwelcome propositions; ethnic or racial slurs; or any other message that can be construed to be harassment or disparaging to others based on their actual or perceived sex, sexual orientation, gender, gender identity, transgender, race color, national origin, citizenship status, ancestry, age, marital status, medical condition, mental or physical disability, veteran status, religious or political beliefs, or any other characteristic protected by federal, state, or local law, ordinance or regulation. Violations of the Authority policy of the use of e-mail, voicemail, Internet, complete network systems and Township Issued Cell Phone or any other township issued electronic device will subject the employee to discipline, up to and including immediate termination.

e. Unauthorized Access

Employees are prohibited from the unauthorized use of the password(s) of other employees to gain access to another employee's messages in the e-mail, voicemail, Internet or computer network systems including but not limited to all secured access software that employees may have access to.

Policy & Procedure Manual 2012 Updates & Revisions

Policy 1.15: Hours of Operation

Page 52

Add sentence at the top:

“The Authority’s office hours are 7:00 a.m. to 4:00 p.m. Monday through Thursday and 7:00 a.m. to 3:00 on Friday ”

Policy 1.19: Credit Cards

Page 56

Change last sentence from: The use of the credit cards without approval is the sole responsibility of the person making the purchase.

To: “Any employee using an Authority credit card to make a purchase without prior authorization will be solely responsible to reimburse the Authority for the full amount of the transaction and may face disciplinary action.”

Policy 1.22: Identification Cards

Page 59

Change 2nd paragraph 1st sentence from: Photo identification cards will be reissued every year.....

To: “Photo identification cards will be reissued as the Authority deems it to be necessary.....”

Policy 1.28: Residency Requirements

Page 68

Change 2nd sentence from: Employees are required to sign an affidavit of current residence on an annual basis.

To: “Employees are required to sign an affidavit of current residence and submit acceptable proof of residence on an annual basis.”

Policy 1.39: Employee Complaint

Page 79

Change 1st sentence from: Employees who observe actions they believe to constitute harassment, sexual harassment, or any other workplace wrongdoing should immediately report the matter to their supervisor, or, if they prefer, or do not think that the matter can be discussed with their supervisor, they should contact the Department Head, the Executive Director, the (Personnel Administrator title) or the Authority’s Solicitor.

To: “.....the Department Head, the Personnel Officer or the Authority’s Solicitor.”

Policy 1.41: Overtime

Page 81

Remove the “Explanation”

Explanation: Adoption of this policy will formalize a procedure which has been followed since 1996.

Change 1st 3 paragraphs to read:

The Authority's "On Call" employee is responsible to respond to calls for service from our customers and alarm calls from Authority facilities. The "On Call" employee is responsible to cover calls from 11:00 p.m. to 7:00 a.m. Monday through Friday and 24 hours on Saturday, Sunday and Holidays. The "On Call" employee is also responsible to respond to calls and alarms during the 3:00 p.m. to 11:00 p.m. shift on Friday when the regular 3:00 p.m. to 11:00 p.m. shift operator is on vacation. Each employee will have the on call responsibility for one week at a time on a rotating schedule. Should an employee be unable to cover his assigned week it will be the employee's responsibility to find a replacement using the overtime list.

The Authority will issue a cellular telephone to the on call employee. The on call employee will carry the cellular telephone at all times while on call. The Authority will provide a vehicle for the employee to use while on call. The cellular telephone and vehicle are to be used for Authority business only. The on call employee is required to use reasonable judgment in protecting the vehicle from damage or theft.

When the on call employee receives a request for assistance from a customer or alarm call from an Authority facility the employee has fifteen (15) minutes to respond to the call. Should the on call employee fail to respond to a service call or alarm the on call employee will be required to provide a full and satisfactory explanation as to why the employee did not respond to the call or alarm. Failure to respond as required could result in disciplinary action by the Authority.

The remainder of Section I of the procedure is unchanged.

Section II

Change 1st paragraph from: When the on call person receives a customer complaint from our answering service he will call the customer on the phone and attempt to determine the nature of the complaint.....

To: "When the on call employee receives a customer request for assistance the employee will attempt to determine the nature of the complaint....."

Procedure 2.12: Main Line Connection Inspection

Inspection of connections to the main line will insure that:

- 1) If a saddle is required it is the proper type and size. The saddle is to be secured with 3/16 stainless steel straps
- 2) The hole cut into the main is larger than the inside diameter of the lateral and is not offset from the saddle.
- 3) No debris or pieces from the cutting have been allowed to enter the main line.

- 4) The saddle gasket must make contact for 360°.
- 5) Entry hold has no protrusions to snag and hold debris.
- 6) No fractures or cracks appear from stress during hole cutting or punching. If a fracture or cracks are observed the affected section of main line must be replaced.
- 7) If a Wye fitting will be used insure the flow can be stopped long enough to complete the work.
- 8) When the main is cut precautions must be taken to contain and treat any spillage.
- 9) If a "Fernco" is required because of a change in materials (i.e. PVC to Terra Cotta) a stainless steel shearing sleeve is required.
- 10) Change the line and check for leaks.

Treasurer's Report

April 11, 2012

1. Commercial monthly billing totaled \$24,072.42. Commercial quarterly billing totaled \$186,569.47. Cycle 3 Residential billing totaled \$698,697.00.

2. Principal lend-a-hand balances as of March 31, 2012:
 - a. Madeline Rawle (deceased) - \$6,813.97
 - b. Dorothy Brittin - \$6,372.96
 - c. Dawn Peluso - \$1,746.06
 - d. Jacklyn Schonewolf - \$2,240.06
 - e. Vincent Giangiuolo - \$378.98
 - f. Robert Ingram - \$6,606.90
 - g. Robert Davis - \$1,523.01
 - h. Karen Muse - \$1,059.27
 - i. Adria Cruz - \$4,227.65
 - j. Carmen Jimenez - \$2,961.00

3. Investments under Trustee Accounts:

\$182,165.44 CD @ Susquehanna Bank 1.25% - Matures 6/30/12
\$170,000.00 CD @ Susquehanna Bank 2% - Matures 4/21/14
\$200,000.00 CD Susquehanna Bank 1.25% - Matures 6/30/12
\$150,000.00 CD Susquehanna Bank 1.10% - Matures 5/13/12
\$26,953.96 Money Market

4. Financial Reports are attached.

Respectfully submitted,



Robin Fair
Treasurer

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

<u>ACC'T TITLE</u>	<u>BUDGET</u>	<u>MTD COLL.</u>	<u>YTD COLL.</u>	<u>MTD BILLINGS</u>	<u>YTD BILLINGS</u>
4001 RESIDENTIAL	2,200,000.00	\$ 351,996.85	\$ 679,012.13	\$ 777,910.38	\$ 1,433,461.25
4004 COMMERCIAL	1,105,000.00	\$ 52,306.65	\$ 295,322.34	\$ 21,968.13	\$ 261,032.42
4005 PENALTY	28,000.00	\$ 3,063.97	\$ 6,351.16	\$ 3,819.99	\$ 9,379.10
4002 MERCH	176,000.00		\$ 1,813.38	\$ -	\$ 1,813.38
4003 C/H	25,000.00		\$ -	\$ -	\$ 2,482.28
4012 OTHER INCOME	5,000.00	\$ 75.00	\$ 74,235.82		\$ 74,235.82
4013 INVEST INT	8,000.00	\$ 67.21	\$ 369.01		\$ 369.01
4014 TRUSTEE INT	30,000.00		\$ -		\$ -
4016 PERMITS (RES)	20,000.00	\$ 200.00	\$ 400.00		\$ 400.00
4019 PERMITS (COMM)	50,000.00		\$ 56,701.00		\$ 56,701.00
4021 PERMITS (MERCH)	1,000.00		\$ -		\$ -
4017-18 -FILING-INSP	1,000.00		\$ 15.00		\$ 15.00
4020-JIF INS PREMIUM	10,000.00		\$ -		\$ -
4050 INT./NOTES PAY.	1,000.00	16.68	\$ 60.88		60.88
Anticipated Balance	90,668.00				
TOTALS	3,750,668.00	407,726.36	1,114,280.72	803,698.50	1,839,950.14
		BUDGET	MTD	YTD	REMARKS
ASSETS		\$ 165,000.00	\$ 1,256.33	\$ 6,979.03	
NJEIT - STIMULUS PROJECTS				0.00	
ITAL BUDGET		\$ 165,000.00	\$ 1,256.33	\$ 6,979.03	

<u>CASH BALANCES</u>	<u>AMOUNT</u>
GENERAL CHECKING	\$165,381.55
PAYROLL	\$165,362.34
REVENUE	\$ -
DEBT. SERVICE	\$ -
DEBT. SERV. RESERVE	\$ 17,810.89
R & R	\$ 252,165.44
GENERAL	\$ 459,143.07

Range of Revenue Accounts: 2-01-00-410-000 to 2-01-00-430-001
 Range of Budget Accounts: 2-01-01-510-501 to 2-01-03-600-002
 Skip Zero YTD Activity: No Include Non-Budget Accounts: Yes
 Subtotal Revenue CAFR: No Subtotal Revenue Department: No

Current Period: 03/01/12 to 03/31/12
 Year To Date As of: 03/31/12
 Department Page Break: No
 Subtotal Budget CAFR: No
 Subtotal Budget Department: No

Prior Year As of: 03/31/11

Anticipated = Adopted + Amended
 Excess/Deficit = YTD Revenue - Anticipated + Cancel
 Budgeted = Adopted + Amended + Transfers
 * Current Year Account Does Not Exist

Expended = Expended - Reimbursed
 Balance = Budgeted - YTD Expd - Cancel
 Total Available Revenues = YTD Revenue - YTD Expended

% Realized = (YTD Revenue/(Anticip. - Cancel)) * 100 (For accts w/Anticip)
 % Expended = (YTD Expended/(Budgeted - Cancel)) * 100

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit %
2-01-00-410-001	Residential	1,431,497.91	2,200,000.00	777,910.38	1,433,461.25	0.00	766,538.75-
2-01-00-410-002	Merchantville	0.00	176,000.00	0.00	1,813.38	0.00	174,186.62-
2-01-00-410-003	Cherry Hill	3,104.64	25,000.00	0.00	2,482.28	0.00	22,517.72-
2-01-00-410-004	Commercial	326,355.53	1,105,000.00	21,968.13	261,032.42	0.00	843,967.58-
2-01-00-410-005	A/R Penalty	8,490.87	28,000.00	3,819.99	9,379.10	0.00	18,620.90-
2-01-00-415-001	Permits- Residential	1,279.00	20,000.00	200.00	400.00	0.00	19,600.00-
2-01-00-415-002	Permits - Commercial	0.00	50,000.00	0.00	56,701.00	0.00	6,701.00
2-01-00-415-003	Permits - Merchantville	0.00	1,000.00	0.00	0.00	0.00	1,000.00-
2-01-00-420-001	Other Income	336.05	5,000.00	75.00	74,235.82	0.00	69,235.82
2-01-00-420-002	Application and Inspection Feed	45.00	1,000.00	0.00	15.00	0.00	985.00-
2-01-00-420-004	JIF Insurance Premium Refund	0.00	10,000.00	0.00	0.00	0.00	10,000.00-
2-01-00-420-005	Int on Lend-a-Hand Accounts	97.97	1,000.00	16.68	60.88	0.00	939.12-
2-01-00-425-001	Interest from Operating Fund	498.54	8,000.00	67.21	369.01	0.00	7,630.99-
2-01-00-425-002	Interest from Trustee Accounts	5,000.00	30,000.00	0.00	0.00	0.00	30,000.00-
2-01-00-430-001	Anticipated Fund Balance	0.00	90,800.00	0.00	0.00	0.00	90,800.00-
Revenue Total		1,776,705.51	3,750,800.00	804,057.39	1,839,950.14	0.00	1,910,849.86-

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance %
2-01-01-510-501	ADMIN PSA Management	53,302.00	227,000.00	17,232.00	55,918.00	0.00	171,082.00
2-01-01-510-502	ADMIN Office Staff	66,052.00	225,000.00	17,637.02	60,299.03	0.00	164,700.97
2-01-01-510-503	ADMIN: Commissioners	3,750.00	15,000.00	1,250.00	3,750.00	0.00	11,250.00
2-01-01-510-504	ADMIN: Legal Salary	4,550.01	19,000.00	1,516.67	4,550.01	0.00	14,449.99
2-01-01-510-600	ADMINISTRATION FRINGE BENEFITS						
2-01-01-510-601	ADMIN: PERS/Employers Liabi	0.00	85,000.00	80,831.00	80,831.00	0.00	4,169.00
2-01-01-510-602	ADMIN: Social Security	9,564.73	44,000.00	2,808.09	12,196.91	0.00	31,803.09
2-01-01-510-603	ADMIN: Unemp./Disabili	1,748.41	5,500.00	248.95	1,835.48	0.00	3,664.52
2-01-01-510-604	ADMIN: Hospital Benefits	27,642.81	91,000.00	6,932.43	28,028.29	0.00	62,971.71

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance %
2-01-01-510-605	ADMIN: Vision, Dental & Rx	12,105.02	49,000.00	3,218.38	13,808.56	0.00	35,191.44
2-01-01-510-607	ADMIN: Sick/Vac Payback	0.00	66,000.00	0.00	37,485.60	0.00	28,514.40
2-01-01-510-700	ADMINISTRATION OTHER EXPENSES						
2-01-01-510-721	ADMIN: Legal Fees	0.00	5,000.00	0.00	0.00	0.00	5,000.00
2-01-01-510-722	ADMIN: Audit	0.00	35,000.00	0.00	0.00	0.00	35,000.00
2-01-01-510-723	ADMIN: Other Professional Fees	600.00	8,000.00	2,512.50	3,000.00	0.00	5,000.00
2-01-01-510-736	ADMIN: Public Officials Liab.	3,076.13	5,500.00	0.00	2,963.59	0.00	2,536.41
2-01-01-510-750	ADMIN: Office Supplies & Expense	1,539.58	12,000.00	253.75	2,512.59	0.00	9,487.41
2-01-01-510-751	ADMIN: Postage	5,285.92	18,000.00	1,658.69	3,257.54	0.00	14,742.46
2-01-01-510-752	ADMIN: Advertising & Printing	4,265.06	12,000.00	2,608.87	2,762.58	0.00	9,237.42
2-01-01-510-753	ADMIN: Telephone	2,376.40	24,000.00	1,378.72	2,613.01	0.00	21,386.99
2-01-01-510-754	ADMIN: Miscellaneous Exp	0.00	5,000.00	0.00	100.00	0.00	4,900.00
2-01-01-510-755	ADMIN: Service Contracts	8,119.15	10,000.00	258.30	8,238.30	0.00	1,761.70
2-01-01-510-756	ADMIN: Equipment Rental	0.00	4,000.00	924.00	924.00	0.00	3,076.00
2-01-01-510-757	ADMIN: Building Utilities	6,061.86	37,000.00	1,486.63	4,465.13	0.00	32,534.87
2-01-01-510-758	ADMIN: Building Exp. & Repairs	1,205.96	17,000.00	839.99	2,068.92	0.00	14,931.08
2-01-01-510-759	ADMIN: Financial Exp	3,665.00	6,200.00	0.00	1,510.00	0.00	4,690.00
2-01-01-510-760	ADMIN: Bad Debt Exp	0.00	500.00	0.00	0.00	0.00	500.00
2-01-01-510-762	ADMIN: Education/Dues	1,003.60	6,000.00	973.00	3,124.60	0.00	2,875.40
2-01-01-510-763	ADMIN: Civic Involvement	15,000.00	32,500.00	0.00	15,000.00	0.00	17,500.00
2-01-02-520-500	COST OF SERVICE SALARIES						
2-01-02-520-505	O&M: Union Salaries	211,364.34	912,000.00	59,003.26	188,309.72	0.00	723,690.28
2-01-02-520-506	O&M: Management Salaries	62,288.00	255,000.00	19,608.00	63,626.00	0.00	191,374.00
2-01-02-520-600	COST OF SERVICE FRINGE BENEFIT						
2-01-02-520-601	O&M: PERS	0.00	85,500.00	81,549.18	81,549.18	0.00	3,950.82
2-01-02-520-602	O&M: Social Security	21,344.67	96,000.00	6,274.50	20,932.69	0.00	75,067.31
2-01-02-520-603	O&M: Unemployment & Disability	2,511.08	5,500.00	779.32	2,599.14	0.00	2,900.86
2-01-02-520-604	O&M: Hospitalization Benefits	85,517.28	275,000.00	20,693.81	86,778.61	0.00	188,221.39
2-01-02-520-605	O&M: Vision, Dental & Rx	29,741.22	119,000.00	8,235.04	35,512.78	0.00	83,487.22
2-01-02-520-607	O&M: Sick/vac Payback	5,002.00	94,000.00	1,566.00	17,532.14	0.00	76,467.86
2-01-02-520-608	O&M: Uniform Exp.	0.00	8,000.00	0.00	1,780.87	0.00	6,219.13
2-01-02-520-700	COST OF SERVICE OTHER EXPENSES						
2-01-02-520-711	O&M: Engineer Fees	1,236.85	20,000.00	728.25	789.35	0.00	19,210.65
2-01-02-520-731	O&M: General Liability/Auto Ins	11,671.39	25,500.00	0.00	12,327.60	0.00	13,172.40
2-01-02-520-732	O&M: Worker's Comp Insurance	22,688.30	50,000.00	0.00	23,555.10	0.00	26,444.90
2-01-02-520-733	O&M: Property	13,311.56	29,000.00	0.00	13,821.17	0.00	15,178.83
2-01-02-520-735	O&M: Fund Expense (JIF)	2,065.10	10,000.00	0.00	2,154.02	0.00	7,845.98
2-01-02-520-741	O&M: Uninsured Liabilities	0.00	10,000.00	0.00	0.00	0.00	10,000.00
2-01-02-520-755	O&M: Service Contracts	260.43	30,000.00	2,400.00	2,400.00	0.00	27,600.00
2-01-02-520-764	O&M: Station Utilities	32,043.68	230,000.00	5,956.61	41,191.33	0.00	188,808.67

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance %
2-01-02-520-765	O&M: Trash Removal	2,097.00	10,000.00	530.37	2,076.91	0.00	7,923.09
2-01-02-520-766	O&M: Oper & Maint Expense	3,941.74	45,000.00	3,735.75	6,654.88	0.00	38,345.12
2-01-02-520-767	O&M: Safety Expense	379.91	5,000.00	124.15	833.84	0.00	4,166.16
2-01-02-520-768	O&M: Landscaping	0.00	8,000.00	0.00	0.00	0.00	8,000.00
2-01-02-520-769	O&M: Vehicle & Repair Exp	8,286.87	30,000.00	4,286.42	7,809.20	0.00	22,190.80
2-01-02-520-770	O&M: Fuel/Tolls/Mileage Exp	0.00	40,000.00	0.00	0.00	0.00	40,000.00
2-01-02-520-771	O&M: Collection System Exp	4,036.80	45,000.00	2,956.92	7,200.21	0.00	37,799.79
2-01-02-520-772	O&M: Emergency Repairs	0.00	100,000.00	3,675.00	3,675.00	0.00	96,325.00
2-01-02-520-773	O&M: Emergency Station Repairs	0.00	90,000.00	0.00	0.00	0.00	90,000.00
2-01-02-520-774	O&M: Chemicals	0.00	1,000.00	0.00	0.00	0.00	1,000.00
2-01-02-520-775	O&M: Permits & Licensing	1,024.22	3,000.00	0.00	400.00	0.00	2,600.00
2-01-03-600-001	Bond Debt (Principal)	11,847.45	45,600.00	0.00	11,847.45	0.00	33,752.55
2-01-03-600-002	Bond Debt (Interest)	7,160.00	9,500.00	0.00	4,712.50	0.00	4,787.50
Expenditure Total		770,733.53	3,750,800.00	366,671.57	991,312.83	0.00	2,759,487.17

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expended	Total Available Revenue
2-01	OPERATING FUND	1,776,705.51	804,057.39	1,839,950.14	770,733.53	366,671.57	991,312.83	848,637.31

Superintendent's Report

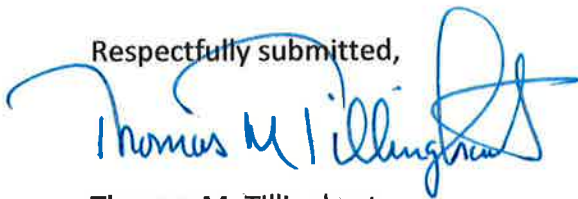
Meeting of April 17, 2012

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

In regular and preventative maintenance we flushed 57,356 feet of line. 1,011 feet was root cut and 6,998 feet was TV'd. We responded to 26 calls for service. The call breakdown is as follows:

Main Line stoppages:	3
Vent stoppages:	7
Station alarms:	3
Miscellaneous services:	13

Respectfully submitted,



Thomas M. Tillinghast
Superintendent

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CRAIG F. REMINGTON, PLS, PP, Vice President

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Edward J. Walberg, PE, PP, CME
Thomas F. Beach, PE, CME
Richard G. Arango, PE, CME

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CORPORATE SECRETARY
Bradley A. Blubaugh, BA, MPA

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April 9, 2012

Mr. William Orth, Executive Director
Pennsauken Sewerage Authority
1250 John Tipton Blvd.
Pennsauken, NJ 08109

RE: Monthly Activity Report

Dear Bill:

The following is a status report of activities since the last Authority meeting.

1. ACTION ITEMS :

None

2. ENGINEERING IN PROGRESS :

A contract for Annual Sewer System Repairs has been processed by SAR Automotive Equipment and a contract for Annual Mechanical & Electrical Repairs has been processed by Municipal Maintenance. The contracts documents have been forwarded to David Luthman, Esquire for his review prior to execution by the Authority.

3. CONSTRUCTION IN PROGRESS :

None

Very truly yours,

REMINGTON & VERNICK ENGINEERS

By 

Dennis K. Yoder, P.E., P.P., C.M.E.

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April 10, 2012

VIA Email and Regular Mail

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

Re: Activity Report for April 17, 2012 Meeting

Dear Mr. Orth:

The following constitutes T&M's Activity Report for the Pennsauken Sewerage Authority's April 17, 2012 meeting:

Sulfide Investigation

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

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

System Flooding

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

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Mr. William F. Orth, Executive Director
Re: Activity Report for March 20, 2012 Meeting

April 10, 2012
Page 2

to the PSA for investigation and engineering on October 3, 2011.

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

Should you have any questions, please contact me.

Very truly yours,

T&M ASSOCIATES

A handwritten signature in black ink, appearing to read 'Jeffrey B. Winegar', written over the printed name.

Jeffrey B. Winegar, P.E.
Group Manager

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

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

Mr. Luthman had nothing to report.

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

Mr. Orth had no report, there was no correspondence to be presented and he stated that there were no items of personnel or litigation to be discussed in closed session.

Mr. Lutz accepted a motion to adjourn the meeting from Mr. Cummings seconded by Mr. Schofield. The motion carried and the meeting was adjourned.

Respectfully submitted,



Bill Orth, Secretary