

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 Burlington County Times 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. Dennis Archible
Mr. Timothy Ellis
Mr. James Pennestri

Also present were:

Mr. Bill Orth, Executive Director
Ms. Robin Fair, Treasurer
Mr. Alan Gudis, Maintenance Supervisor
Mr. David Luthman, Solicitor

Absent was:

Mr. Thomas M. Tillinghast, Superintendent

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. Schofield and carried to close the public portion.

The minutes of the meeting April 15, 2014 were presented for approval.

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

The Chairman stated the amount of bills to be paid tonight is\$548,706.55

Mr. Schofield moved to pay the bills as presented, seconded by Mr. Pennestri. On roll call all Commissioners voted yes to carry the motion.

See Bill List Attached

May 20, 2014

PENNSAUKEN SEWERAGE AUTHORITY

MEETING FIGURE:

\$548,706.55

Range of Checking Accts: OPER MAN WIRE to OPERATING Range of Check Dates: 04/16/14 to 12/31/14
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					
736	04/22/14	PAYROLL PAYROLL ACCOUNT	32,375.06	04/30/14	1563
737	04/29/14	PAYROLL PAYROLL ACCOUNT	226,323.30	04/30/14	1565
738	05/06/14	PAYROLL PAYROLL ACCOUNT	35,590.17		1568
739	05/13/14	PAYROLL PAYROLL ACCOUNT	43,315.92		1571
740	05/20/14	PAYROLL PAYROLL ACCOUNT	31,611.81		1573

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	5	0	369,216.26	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	<u>5</u>	<u>0</u>	<u>369,216.26</u>	<u>0.00</u>

OPERATING	operating cash			
25355	04/30/14	SUSQU SUSQUEHANNA PATRIOT BANK	60.00	1567
25356	05/20/14	ABCON AB-CON EXTERMINATING INC.	28.00	1575
25357	05/20/14	ALLIND ALL INDUSTRIAL SAFETY PROD INC	309.00	1575
25358	05/20/14	ARNOLDS ARNOLD'S SAFE & LOCK CO., INC.	74.40	1575
25359	05/20/14	ARREFRES ARAMARK REFRESHMENT SRVC, LLC	549.04	1575
25360	05/20/14	ATT AT&T CORPORATION	1,088.54	1575
25361	05/20/14	BEVAN BEVAN SECURITY SYSTEMS, INC	171.50	1575
25362	05/20/14	BOMARK BOMARK INSTRUMENTS INC.	205.00	1575
25363	05/20/14	BOWMAN BOWMAN & COMPANY, LLP	31,000.00	1575
25364	05/20/14	BRIDGEST BRIDGESTATE FOUNDRY CORP	2,880.00	1575
25365	05/20/14	CANON CANON SOLUTIONS AMERICA, INC.	217.65	1575
25366	05/20/14	CARQUEST CARQUEST AUTO PARTS	182.79	1575
25367	05/20/14	CC AIR CAMDEN COUNTY DIV. OF HEALTH	100.00	1575
25368	05/20/14	CED Consolidated Elec Dist, Inc.	77.65	1575
25369	05/20/14	CIARROCC BENITO & NICOLINA CIARROCCHI	92.20	1575
25370	05/20/14	CINTAS CINTAS FIRST AID & SAFETY	77.51	1575
25371	05/20/14	COMCAST COMCAST	177.33	1575
25372	05/20/14	COURIER COURIER POST - DAILY JOURNAL	354.46	1575
25373	05/20/14	CUMMINGS JAMES J. CUMMINGS, JR.	46.10	1575
25374	05/20/14	DELTA DELTA DENTAL OF NJ, INC.	7,605.84	1575
25375	05/20/14	EVOQUA EVOQUA WATER TECHNOLOGIES LLC	1,526.00	1575
25376	05/20/14	FONTANAS Fontana's Auto Repair Inc.	1,708.35	1575
25377	05/20/14	GALETON GALETON, INC.	464.47	1575
25378	05/20/14	GDF SUEZ GDF SUEZ ENGY RESOURCE NA INC	9,752.24	1575
25379	05/20/14	HAINES Haines Farm & Garden Supply	96.27	1575
25380	05/20/14	HELMRICH HELMRICH TRANS SYSTEM, INC.	1,045.53	1575
25381	05/20/14	HESS HESS CORPORATION	159.01	1575
25382	05/20/14	INGRAM WILLIAM INGRAM	46.10	1575
25383	05/20/14	LUTHMAN DAVID A. LUTHMAN	1,516.67	1575
25384	05/20/14	MALLCHEV MALL CHEVROLET	147.90	1575
25385	05/20/14	MIDLANTC MID-ATLANTIC ENGINE SPLY CORP	166.08	1575
25386	05/20/14	MM Municipal Maintenance Co. Inc.	8,372.05	1575
25387	05/20/14	MORTON MORTON PAINT CENTER	71.11	1575
25388	05/20/14	MPWC MPWC	4,860.00	1575
25389	05/20/14	NATBATRY NATIONAL BATTERY COMPANY	109.95	1575
25390	05/20/14	NJAWSTA NEW JERSEY AMERICAN WATER	136.89	1575
25391	05/20/14	NJUJIF NJ UTILITY AUTHORITIES JIF	61,409.22	1575

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
OPERATING		operating cash			Continued
25392	05/20/14	OCC ONE CALL CONCEPTS, INC.	213.50		1575
25393	05/20/14	PBENNETT PAULINE BENNETT	46.10		1575
25394	05/20/14	PDOYLE PATRICK J. DOYLE	46.10		1575
25395	05/20/14	PENVILLA FIELDSTONE ASSOCIATES	2,500.00		1575
25396	05/20/14	PSEG PUBLIC SERVICE ELEC & GAS CO.	5,984.89		1575
25397	05/20/14	REMING REMINGTON VERNICK ARANGO ENGR	968.00		1575
25398	05/20/14	REPUBLIC REPUBLIC SERVICES OF NJ, LLC	628.50		1575
25399	05/20/14	SAMS SAM'S CLUB	182.65		1575
25400	05/20/14	SAR SAR AUTOMOTIVE EQUIPMENT	26,059.50		1575
25401	05/20/14	SCHWER SCHWERING HARDWARE, INC.	103.69		1575
25402	05/20/14	SIR SIR SPEEDY PRINTING 7061	569.18		1575
25403	05/20/14	SUBURBAN SUBURBAN WINDOW CLEANING, LLC	80.00		1575
25404	05/20/14	TM T & M ASSOCIATES	1,708.88		1575
25405	05/20/14	UNUM UNUM LIFE INSUR CO OF AMERICA	903.65		1575
25406	05/20/14	UPS UNITED PARCEL SERVICE	725.25		1575
25407	05/20/14	VAL VAL ASSOC. LABORATORY, INC.	314.00		1575
25408	05/20/14	VALLETT RICHARD B. VALLETT, JR.	125.00		1575
25409	05/20/14	VAN AIR VAN-AIR & HYDRAULICS	106.87		1575
25410	05/20/14	VERIZON VERIZON WIRELESS	437.84		1575
25411	05/20/14	WBMASON W.B. MASON CO., INC.	514.28		1575
25412	05/20/14	WEST WEST	72.00		1575
25413	05/20/14	WESTMONT WESTMONT HARDWARE, INC.	94.06		1575
25414	05/20/14	WHARTON WHARTON HARDWARE & SPLY CORP	71.50		1575
25415	05/20/14	WORKNET WORKNET	150.00		1575

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	61	0	179,490.29	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	61	0	179,490.29	0.00

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	66	0	548,706.55	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	66	0	548,706.55	0.00

Fund Description	Fund	Budget Total	Revenue Total
OPERATING FUND	4-01	544,058.98	0.00
	T-01	4,647.57	0.00
Total Of All Funds:		<u>548,706.55</u>	<u>0.00</u>

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
OPERATING FUND	4-01	544,058.98	0.00	0.00	0.00	544,058.98
	T-01	4,647.57	0.00	0.00	0.00	4,647.57
Total of All Funds:		<u>548,706.55</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>548,706.55</u>

Approval of Utility Bill Adjustment # 2085 & 2088 and Utility Balance Adjustment #'s 9785 & 9815 were presented.

Mr. Pennestri moved for the approval of adjustments while Mr. Ellis seconded the motion. On roll call Commissioners voted yes to approve the adjustments.

See Journals Attached

The Chairman moved to Old Business.

Resolution No. 14-21 Release of Escrow Fund Monies and Maintenance Bond for the Project known as Pennsauken Golf Course Villas, LLC was presented.

Mr. Pennestri made a motion for the return and closure of the account. Mr. Schofield provided the second. On roll call all Commissioners voted yes.

See Resolution No. 14-21

Resolution No. 14-22 Release of the Performance Bond for the Project known as DOT Transportation Center was presented.

Mr. Pennestri made a motion to approve release of the bond. Mr. Schofield seconded the motion. All Commissioners voted yes on roll call.

See Resolution No. 14-22

The Chairman moved to New Business.

Approval of 2014 Updates and Revisions to the PSA Policy and Procedure Manual was presented.

Mr. Schofield moved for approval the changes to the Policy and Procedure Manual as presented. A second was provided by Mr. Ellis. On roll call all Commissioners votes yes.

See Updates and Revisions

Award of Contract No. 14-03 for the Frosthoffer Avenue Sanitary Sewer Repairs bid opening today, May 20, 2014 at 10:30 AM.

A motion was made by Mr. Archible to table the award of the contract. It was seconded by Mr. Ellis. All Commissioners voted yes on roll call.

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

April 21, 2014
01:40 PM

PENNSAUKEN SEWERAGE AUTHORITY
Utility Bill Adjustment Batch Update Report

Page No: 1

Batch: DEBORAH Updated Billings: 8 Flat: 100.00- Exc: 0.00 Ref Num: 2085
 Updated Deductions: 0 Flat: 0.00 Exc: 0.00
 Total Entries: 8 Flat: 100.00- Exc: 0.00 Total Updated: 100.00-

April 21, 2014
01:40 PM

PENNSAUKEN SEWERAGE AUTHORITY
Utility Bill Adjustment Entry Totals for Batch: DEBORAH

Page No: 2

	Code	# Entries	Flat	Excess	Total
Sewer Bill	S10	4	200.00-	0.00	200.00-
Sewer Bill	S11	4	100.00	0.00	100.00
				Total Sewer Bill:	100.00-
				Total Sewer:	100.00-
				Total of All Codes:	100.00-

April 21, 2014
01:40 PM

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

Page No: 1

Batch Id: DEBORAH

Account Id	Service Name	Code	Type	Yr	Prd	Flat	Excess	Total	Descript	Prorate	Flag	Date	Seq
50002059-0	Sewer ZAPPAUNBULSO, SONIA	S10	B	14	1	50.00-	0.00	50.00-	s/c rate	N		04/21/14	1
50002059-0	Sewer ZAPPAUNBULSO, SONIA	S11	B	14	1	25.00	0.00	25.00	s/c rate	N		04/21/14	2
50002059-0	Sewer ZAPPAUNBULSO, SONIA	S10	B	14	2	50.00-	0.00	50.00-	s/c rate	N		04/21/14	3
50002059-0	Sewer ZAPPAUNBULSO, SONIA	S11	B	14	2	25.00	0.00	25.00	s/c rate	N		04/21/14	4
50002059-0	Sewer ZAPPAUNBULSO, SONIA	S10	B	14	3	50.00-	0.00	50.00-	s/c rate	N		04/21/14	5
50002059-0	Sewer ZAPPAUNBULSO, SONIA	S11	B	14	3	25.00	0.00	25.00	s/c rate	N		04/21/14	6
50002059-0	Sewer ZAPPAUNBULSO, SONIA	S10	B	14	4	50.00-	0.00	50.00-	s/c rate	N		04/21/14	7
50002059-0	Sewer ZAPPAUNBULSO, SONIA	S11	B	14	4	25.00	0.00	25.00	s/c rate	N		04/21/14	8

April 23, 2014
08:03 AM

PENNSAUKEN SEWERAGE AUTHORITY
Utility Bill Adjustment Batch Update Report

Page No: 1

Batch: DEBORAH Updated Billings: 8 Flat: 200.00- Exc: 0.00 Ref Num: 2088
 Updated Deductions: 0 Flat: 0.00 Exc: 0.00
 Total Entries: 8 Flat: 200.00- Exc: 0.00 Total Updated: 200.00-

April 23, 2014
08:03 AM

PENNSAUKEN SEWERAGE AUTHORITY
Utility Bill Adjustment Entry Totals for Batch: DEBORAH

Page No: 2

	Code	# Entries	Flat	Excess	Total
Sewer Bill	S10	4	200.00	0.00	200.00
Sewer Bill	S20	4	400.00-	0.00	400.00-
				Total Sewer Bill:	200.00-
				Total Sewer:	200.00-
Entries:		<u>8</u>		Total of All Codes:	<u>200.00-</u>

April 23, 2014
08:03 AM

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

Page No: 1

Batch Id: DEBORAH

Account Id	Service	Code	Type	Yr	Prd	Flat	Excess	Total	Descript	Prorate	Flag	Date	Seq
30634000-0	Sewer	S20	B	14	1	100.00-	0.00	100.00-	1 unit	N		04/23/14	1
MOJICA, GIOVALINA													
30634000-0	Sewer	S10	B	14	1	50.00	0.00	50.00	1 unit	N		04/23/14	2
MOJICA, GIOVALINA													
30634000-0	Sewer	S20	B	14	2	100.00-	0.00	100.00-	1 unit	N		04/23/14	3
MOJICA, GIOVALINA													
30634000-0	Sewer	S10	B	14	2	50.00	0.00	50.00	1 unit	N		04/23/14	4
MOJICA, GIOVALINA													
30634000-0	Sewer	S20	B	14	3	100.00-	0.00	100.00-	1 unit	N		04/23/14	5
MOJICA, GIOVALINA													
30634000-0	Sewer	S10	B	14	3	50.00	0.00	50.00	1 unit	N		04/23/14	6
MOJICA, GIOVALINA													
30634000-0	Sewer	S20	B	14	4	100.00-	0.00	100.00-	1 unit	N		04/23/14	7
MOJICA, GIOVALINA													
30634000-0	Sewer	S10	B	14	4	50.00	0.00	50.00	1 unit	N		04/23/14	8
MOJICA, GIOVALINA													

May 7, 2014
07:46 AM

PENNSAUKEN SEWERAGE AUTHORITY
Utility Balance Adjustment Batch Update Report

Page No: 1

Batch: DEBORAH Updated Entries: 4 Updated Principal: 0.00 Updated Penalty: 15.03- Ref Num: 9785

May 7, 2014
07:46 AM

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

Page No: 2

		----- Principal -----						
Code	Type Description	Count	Arrears/Other	2013	2014	Future	Penalty	Total
103	Balance Adjustment							
	Penalty Correction	4	0.00	0.00	0.00	0.00	15.03-	15.03-
	Sewer Totals:	4	0.00	0.00	0.00	0.00	15.03-	15.03-
	Grand Totals:	4	0.00	0.00	0.00	0.00	15.03-	15.03-

May 7, 2014
07:46 AM

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

Page No: 1

Batch Id: DEBORAH

Account Id	Service	Adj Code	Bill Code	Yr Prd	Principal	Penalty	Total	Descript	Date	Seq
Name			Transaction	Type						
40223050-0	Sewer	103	13 2		0.00	6.80-	6.80-	REMOVE PENALTY	05/07/14	1
TODD, ROBERT			Balance Adjustment							
40223050-0	Sewer	103	13 3		0.00	4.76-	4.76-	REMOVE PENALTY	05/07/14	2
TODD, ROBERT			Balance Adjustment							
40223050-0	Sewer	103	13 4		0.00	2.72-	2.72-	REMOVE PENALTY	05/07/14	3
TODD, ROBERT			Balance Adjustment							
40223050-0	Sewer	103	14 1		0.00	0.75-	0.75-	REMOVE PENALTY	05/07/14	4
TODD, ROBERT			Balance Adjustment							

May 15, 2014
11:01 AM

PENNSAUKEN SEWERAGE AUTHORITY
Utility Balance Adjustment Batch Update Report

Page No: 1

Batch: DEBORAH Updated Entries: 3 Updated Principal: 0.00 Updated Penalty: 128.71- Ref Num: 9815

May 15, 2014
11:01 AM

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

Page No: 2

		----- Principal -----						
Code Type	Description	Count	Arrears/Other	2013	2014	Future	Penalty	Total
103	Balance Adjustment							
	Penalty Correction	3	0.00	0.00	0.00	0.00	128.71-	128.71-
	Sewer Totals:	3	0.00	0.00	0.00	0.00	128.71-	128.71-
Grand Totals:		3	0.00	0.00	0.00	0.00	128.71-	128.71-

May 15, 2014
11:01 AM

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

Page No: 1

Batch Id: DEBORAH

Account Id	Service	Adj Code	Bill Code	Yr Prd	Principal	Penalty	Total	Descript	Date	Seq
Name			Transaction	Type						
60315000-0	Sewer	103	04	4	0.00	40.15-	40.15-	REMOVE PENALTY	05/15/14	1
TRIBBLE, M CHRISTINE			Balance Adjustment							
60315000-0	Sewer	103	05	1	0.00	44.28-	44.28-	REMOVE PENALTY	05/15/14	2
TRIBBLE, M CHRISTINE			Balance Adjustment							
60315000-0	Sewer	103	05	2	0.00	44.28-	44.28-	REMOVE PENALTY	05/15/14	3
TRIBBLE, M CHRISTINE			Balance Adjustment							

**RESOLUTION OF THE PENNSAUKEN SEWERAGE AUTHORITY
AUTHORIZING RELEASE OF ESCROW FUND MONIES AND MAINTENANCE BOND
FOR THE PROJECT KNOWN AS PENNSAUKEN GOLF COURSE VILLAS, LLC**

WHEREAS, an approval for connection at Park Avenue & St. Martin's Road was given for the above mentioned project; and

WHEREAS, the required \$2,500 escrow fee and Maintenance Bond No. FP0017816M has been posted; and

WHEREAS, the required two (2) year waiting period has arrived for the release of remaining funds in the escrow account established for this project; and

WHEREAS, the project has been completed and a final inspection of the site performed; and

WHEREAS, said inspection was found to be satisfactory.

NOW, THEREFORE, BE IT RESOLVED that the remaining funds of Two Thousand Five Hundred Dollars and no cents (\$2,500.00) in the escrow account and the Maintenance Bond be released.


Bill Orth, Secretary

ROLLCALL:

Mr. Lutz – Yes

Mr. Schofield – Yes

Mr. Archible – Yes

Mr. Ellis – Yes

Mr. Pennestri – Yes

ADOPTED: May 20, 2014

**RESOLUTION OF THE PENNSAUKEN SEWERAGE AUTHORITY
AUTHORIZING RELEASE OF ESCROW FUND MONIES AND PERFORMANCE BOND
FOR THE PROJECT KNOWN AS DOT TRANSPORTATION CENTER**

WHEREAS, an approval for connection at Derausse and Zimmerman Avenues was given for the above mentioned project; and

WHEREAS, the required \$2,500 escrow fee and Performance Bond No. 0577927 has been posted; and

WHEREAS, the required two (2) year waiting period has arrived for the release of remaining funds in the escrow account established for this project; and

WHEREAS, the project has been completed and a final inspection of the site performed; and

WHEREAS, said inspection was found to be satisfactory.

NOW, THEREFORE, BE IT RESOLVED that there are no remaining funds in the escrow account to be returned and the Performance Bond may now be released.


Bill Orth, Secretary

ROLLCALL:

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

ADOPTED: May 20, 2014

Policy & Procedure Manual
2014 Updates & Revisions

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Revised: April 30, 2014

Family and Medical Leave

Employees may be eligible for an unpaid family and medical leave under the federal Family and Medical Leave Act (“FMLA”). Employees also may be eligible for family and/or medical leave pursuant to the New Jersey Family Leave Act (“FLA”).

In order to be eligible for such leave, employees must have: one (1) year of service with Pennsauken Sewerage Authority and, at least 1,000 hours of work (for New Jersey leave) and 1,250 hours of work (for Federal leave) during the previous twelve (12) months, and is employed at a worksite where 50 or more employees are employed by the employer within 75 miles of the worksite (for Federal level). In order to be eligible for such leave, employees must have: one (1) year of service with Pennsauken Sewerage Authority and, at least 1,000 hours of work (for New Jersey leave) and 1,250 hours of work (for Federal leave) during the previous twelve (12) months, and is employed at a worksite where 50 or more employees are employed by the employer within 75 miles of the worksite (for Federal level). Eligible employees may receive up to twelve (12) weeks of leave per year (FMLA) or twelve (12) weeks every twenty-four (24) months (FLA). Employees taking paid family leave in connection with a family member’s serious health condition may take leave intermittently or consecutively. Intermittent leave is not available for the care of a newborn or adopted child. Intermittent leave may be taken in increments necessary to address the circumstances that precipitated the need for leave. An employee seeking intermittent paid family leave is required to provide PSA with 15 days notice unless an emergency or other unforeseen circumstance precludes prior notice. The employee seeking intermittent leave shall make a reasonable attempt to schedule leave in a non-disruptive manner. Employees requesting such leave shall provide the Authority with a regular schedule of days for intermittent leave.

Employees may also be eligible for an unpaid leave for up to twenty-six (26) workweeks in a year to care for a family member on active duty in the military or a covered veteran (a covered veteran is an individual who was discharged or released under conditions other than a dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran) with a serious injury or illness incurred in the line of duty on active duty for which the service member is undergoing medical treatment, recuperation, or therapy, is otherwise in

outpatient status, or is otherwise on the temporary disability retired list, or up to twelve (12) weeks in a year for a qualifying exigency. A qualifying exigency occurs when a military member is called to covered active duty (requires deployment to a foreign country) and a close member of his/her family must attend official ceremonies or family support or assistance meetings, there is a short-notice deployment, to attend to childcare matters, attend to financial and/or legal matters, or counseling. A serious injury or illness means an injury or illness incurred by a covered service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank, or rating.

A serious injury or illness also means an injury or illness that was incurred by the covered veteran in the line of duty on active duty in the Armed Forces or that existed before the veteran's active duty and was aggravated by service in the line of duty on active duty, and that is either:

1. A continuation of a serious injury or illness that was incurred or aggravated when the veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; or
2. A physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and the need for military caregiver leave is related to that condition; or
3. A physical or mental condition that substantially impairs the veteran's ability to work because of a disability or disabilities related to military service, or would do so absent treatment; or
4. An injury that is the basis for the veteran's enrollment in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

Any one of these definitions meets the FMLA's definition of a serious injury or illness for a covered veteran regardless of whether the injury or illness manifested before or after the individual became a veteran.

Upon employer's request, an employee must provide a copy of the covered military member's active duty orders to support request for qualifying exigency leave. In addition, upon an employer's request, certification for qualifying exigency leave must be supported by a certification containing the following information:

- Statement or description of appropriate facts regarding the qualifying exigency for which leave is needed;
- Approximate date on which the qualifying exigency commenced or will commence;
- Beginning and end dates for leave to be taken for a single continuous period of time;
- An estimate of the frequency and duration of the qualifying exigency if leave is needed on a reduced scheduled basis or intermittently; and
- If the qualifying exigency requires meeting with a third party, the contact information for the third party and description of the purpose of the meeting.

Eligible employees may also take leave to care for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty. Such care may include arranging for alternative care, providing care on an immediate basis, admitting or transferring the parent to a care facility, or attending meetings with staff at a care facility.

Employees who request qualifying exigency leave to spend time with a military member on Rest & Recuperation may take up to a maximum of 15 calendar days. Upon employer's request, an employee must provide a copy of the military member's Rest and Recuperation leave orders, or other documentation issued by the military setting forth the dates of the military member's leave.

Domestic Violence Leave

The New Jersey Security and Financial Empowerment Act, also known as the "NJ SAFE Act" provides protection for employees and their family members who have been the victim of domestic violence or sexual assault. Employees are entitled to twenty (20) days of unpaid protected leave from work to:

- Seek medical attention for physical or psychological injuries;
- Obtain services from a victim services organization, pursue psychological or other counseling;
- Participate in safety planning for temporary or permanent relocation;
- Seek legal assistance to ensure health and safety of the employee or the

employee's relative; or

- Attend, participate in, or prepare for a criminal or civil court proceeding relating to an incident of domestic or sexual violence.

To be eligible for the leave, an employee must meet the following criteria:

- The employee or their child, parent, spouse or domestic partner must be a victim of domestic violence or a sexually violent offense;
- The employee must have worked for the employer for at least twelve months and for at least 1,000 hours during the twelve (12) month period immediately preceding the requested leave; and
- The twenty (20) day leave must be taken within one (1) year of the qualifying event.

Employees may take leave on an intermittent basis but such leave can not be shorter than one (1) full day. To the extent the leave is foreseeable, employees must provide advance notice. In addition, employee seeking leave must provide proof that they qualify for the leave. Such proof may include restraining order, letter from a prosecutor, proof of conviction, medical documentation or a certification from an agency or professional involved in assisting the employee.

In certain circumstances, the basis for the leave may also qualify under the Federal Family and Medical Leave Act and/or the New Jersey Family Leave Act. If so, the PSA will treat the leave concurrently with the leave under those statutes. Employees may be required to use accrued paid vacation leave, personal time or sick leave concurrently.

The PSA shall protect the privacy of employees who seek leave by holding the request for leave, the leave itself or the failure to return to work "in the strictest confidence".

The Authority shall not retaliate, harass or discriminate against any employee exercising his/her right to take the leave provided by this policy.

POLICY 1.14: TIME CARDS

Each employee is responsible for their own time card. At the start of each work week the employee will take a blank time card from the supply of cards kept by the time clock.

The employee will legibly write their name on the card, clock in and place their time card in the rack. Other than writing their name and clocking in and out as required, the employee is not to mark the time card in any other way. Employees that will be on vacation should submit two time cards the prior week and write vacation down the front of one card. Employees enrolled in direct deposit will receive funds weekly as usual; others will receive two (2) checks that pay period.

The employee is solely responsible to clock in and out as required during the work day. On occasions when the employee may need to leave work during their shift, they must clock out prior to leaving and clock in upon their return. Time may only be used in full hour increments. An employee who does not clock in prior to the start of their shift must notify a supervisor as soon as reasonably possible after realizing their failure to clock in. An employee who fails to clock out at the end of their shift may forfeit any overtime to which they may be entitled for working past the end of their shift at the sole discretion of the Authority.

No employee will, under any circumstance, clock in or out for another employee.

Non-exempt employees are required to accurately record their work time on the designated time record, sign it and return into his/her supervisor. Non-exempt employees and exempt employees are required to report their sick time, vacation time and holiday time on the designated time record. Non-exempt and exempt employees should turn the time record into his/her supervisor.

The supervisor shall review the record for accuracy and approve it and submit it to the designated payroll representative.

POLICY 1.29: SMOKE FREE WORK PLACE

The New Jersey Legislature has declared that in all governmental buildings the rights of non-smokers to breathe clean air supersedes the rights of smokers. In accordance with State law, the PSA has adopted a smoke-free policy for all buildings. The Authority facilities shall be smoke-free and no employee or visitor will be permitted to smoke

anywhere in the Authority's buildings. Employees are permitted to smoke only outside PSA buildings and such locations as not to allow the re-entry of smoke into building entrances. Smoking inside vehicles owned by the Authority and near equipment that may be sensitive to smoke is also prohibited. This policy shall be strictly enforced and any employee found in violation will be subject to disciplinary action.

POLICY 1.33: COMMUNICATION MEDIA POLICY

The Authority's Communication Media are the property of the Authority and, as such, are to be used for legitimate business purposes only. For purposes of this Communication Media Policy, "Communication Media" includes all electronic media forms provided by the Authority, such as cell phones, smart phones, computers, electronic tablets, access to the internet, voicemail, email, and fax.

All data stored on and/or transmitted through Communication Media is the property of the Authority. For purposes of this policy, "Data" includes "electronically-stored files, programs, tables, data bases, audio and video objects, spreadsheets, reports and printed or microfiche materials which serve a PSA business purpose, regardless of who creates, processes or maintains the data, or whether the data is processed manually or through any of the Authority's mainframe, midrange or workstations; servers, routers, gateways, bridges, hubs, switches and other hardware components of the Authority's local or wide-area networks."

The Authority respects the individual privacy of its employees. However, employee communications transmitted by the Authority's Communication Media are not private to the individual. All Communication Media and all communications and stored information transmitted, received, or contained in or through such media may be monitored by the Authority. The PSA reserves the absolute right to access, review, audit and disclose all matters entered into, sent over, placed in storage in the Authority's Communication Media. By using the Authority's equipment and/or Communication Media, employees consent to have such use monitored at any time, with or without notice, by PSA personnel. The existence of passwords does not restrict or eliminate the Authority's ability or right to access electronic communications. However, the Authority cannot require the employee to provide its password to his/her personal

account.

All email, voicemail and Internet messages (including any technology-based messaging) are official documents subject to the provisions of the Open Public Records Act (NJSA 47:1A-1). Employees of the PSA are required to use the assigned municipal email account for ALL Authority business and correspondence. The use of private email accounts for ANY Authority business or during business hours is strictly prohibited.

Employees can only use the Authority's Communication Media for legitimate business purposes. Employees may not use PSA Communication Media in any way that is defamatory, obscene, or harassing or in violation of any Authority rules or policy. 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 age, race, religion, sex, sexual orientation, gender identity or expression, genetic information, disability, national origin, ethnicity, citizenship, marital status or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances.

All employees, who have been granted access to electronically-stored data, must use a logon ID assigned by PSA. Certain data, or applications that process data, may require additional security measures as determined by the Authority. Employees must not share their passwords; and each employee is responsible for all activity that occurs in connection with their passwords.

All employees may access only data for which the Authority has given permission. All employees must take appropriate actions to ensure that PSA data is protected from unauthorized access, use or distribution consistent with these policies. Employees may not access or retrieve any information technology resource and store information other than where authorized.

Employees must not disable anti-virus and other implemented security software for any reason, in order to minimize the risk of introducing computer viruses into the Authority's computing environment.

Employees may not install or modify ANY hardware device, software

application, program code, either active or passive, or a portion thereof, without the express written permission from the Authority. Employees may not upload, download, or otherwise transmit commercial software or any copyrighted materials belonging to parties outside of the PSA, or licensed to the Authority. Employees shall observe the copyright and licensing restrictions of all software applications and shall not copy software from internal or external sources unless legally authorized.

The PSA encourages employees to share information with co-workers and with those outside the Authority for the purpose of gathering information, generating new ideas and learning from the work of others to the extent such sharing is permitted by the Authority. Social media provide inexpensive, informal and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public; therefore, employees must adhere to the following guidelines for their participation in social media. Employees may engage in social media activity during work time through the use of the PSA's Communication Media, provided that it is directly related to their work and it is in compliance with this policy.

Employees must not reveal or publicize confidential PSA information. Confidential proprietary or sensitive information may be disseminated only to individuals with a need and a right to know, and where there is sufficient assurance that appropriate security of such information will be maintained. Such information includes, but is not limited to the transmittal of personnel information such as medical records or related information. In law enforcement operations, confidential, proprietary or sensitive information also includes criminal history information, confidential informant identification, and intelligence and tactical operations files.

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 the Authority's Communication Media to any person, entity, business or media or Internet outlet whether on or off duty without the express written permission of the Executive Director except in "emergency situations". Employees are prohibited from taking digital photographs with media equipment not owned by the Authority. For 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 and the employee does not have access to the Authority's Communication Media. If such a situation occurs, employee agrees that any images belong to the Authority and agree to release the image them and ensure its permanent deletion from the media device upon direction from the PSA.

No media advertisement, electronic bulletin board posting, or any other posting accessible via the Internet about the PSA or on behalf of the Authority, whether through the use of the PSA's Communication Media or otherwise, may be issued unless it has first been approved by the Executive Director. Under no circumstances may information of a confidential, sensitive or otherwise proprietary nature be placed or posted on the Internet or otherwise disclosed to anyone outside the Authority.

Because (authorized) postings placed on the Internet through use of the PSA's Communication Media will display the Authority's return address, any information posted on the Internet must reflect and adhere to all of the Authority's standards and policies.

All users are personally accountable for messages that they originate or forward using the PSA's Communication Media. Misrepresenting, obscuring, suppressing, or replacing a user's identity on any Communication Media is prohibited. "Spoofing" (constructing electronic communications so that it appears to be from someone else) is prohibited.

Employees must respect the laws regarding copyrights, trademarks, rights of public PSA and other third-party rights. Any use of the Authority's name, logos, service marks or trademarks outside the course of the employee's employment, without the express consent of the PSA, is strictly prohibited. To minimize the risk of a copyright violation, employees should provide references to the source(s) of information used and cite copyrighted works identified in online communications.

To the extent that employees use social media outside of their employment and in so doing employees identify themselves as PSA employees, or if they discuss matters related to the Authority on a social media site, employees must add a disclaimer on the front page, stating that it does not express the views of the PSA, and the employee is expressing only their personal views. For example: "The views

expressed on this website/web log are mine alone and do not necessarily reflect the views of my employer.” Place the disclaimer in a prominent position and repeat it for each posting that is expressing an opinion related to the PSA or the Authority’s business. Employees must keep in mind that, if they post information on a social media site that is in violation of PSA policy and/or federal, state or local laws, the disclaimer will not shield them from disciplinary action.

Nothing in these policies is designed to interfere with, restrain or prevent employee communications regarding wages, hours or other terms and conditions of employment. PSA employees have the right to engage in or refrain from such activities.

Video Surveillance

The PSA may install video surveillance camera systems within public buildings and throughout public areas within the Authority, primarily as visual deterrents of criminal behavior and for the protection of employees and municipal assets. In implementing these video camera systems, the Authority will ensure compliance with federal, state and local laws governing such usage.

The PSA video surveillance camera systems are a significant tool to which the employees of the Authority will avail themselves in order to complete the goals and objectives of the PSA. Employees are only permitted to use the video surveillance camera systems for a legitimate purpose and with proper authorization. The Authority’s designee will be responsible for authorization of users. The improper use of these systems can result in discipline up to and including termination.

No employee is permitted to view, continually watch, search, copy or otherwise use one of the PSA’s video surveillance camera systems or tamper with access, archive, alter, add to, or make copies of any data that has been recorded and stored within any of these systems without (1) a specific legitimate purpose and (2) permission for the designee of the Authority.

The PSA shall designate a person to be responsible for the maintenance and administration of the video surveillance camera system. Such designee will be responsible for maintaining a user access log detailing the date and name of individuals who view/access a stored recording.

Any employee who becomes aware of any unauthorized disclosure of a video

record in a contravention of this policy and/or a potential privacy breach has the responsibility to ensure that Thomas M. Tillinghast is immediately informed of such breach.

1.43 USE OF VEHICLES

Unless an employee receives permission from the PSA, Authority owned vehicles shall be used only on official business and all passengers must be on Authority business. Vehicles may be taken home only with the advance approval of the Executive Director or the Superintendent may also grant temporary approval to facilitate responses to after-hours emergency calls. When an employee takes home an Authority vehicle, it is to be used only for official Authority business; any other use is not permitted. At no time shall children be in the Authority vehicle when responding to an emergency. Any violation of this policy constitutes cause for disciplinary action.

POLICY 1.44: WORKERS COMPENSATION POLICY

Employees who suffer job related injuries and illnesses may be entitled to medical expenses, lost income and other compensation under the New Jersey Workers Compensation Act. The PSA covers workers compensation benefits (through its membership in a joint insurance fund) (with a self-insurance plan). Any occupational injury or illness must be immediately reported to the supervisor or Department Head. All required medical treatment must be performed by a Workers Compensation Physician appointed by (the joint insurance fund) and the PSA and payment for unauthorized medical treatment may not be covered pursuant to the Act.

Unless explicitly provided for in a bargaining agreement, the PSA will only pay, either directly or through its Workers' Compensation insurer, those benefits that are specifically provided for under the Workers' Compensation Act and will not supplement these benefits with additional benefits pursuant to NJSA 11A:6-8.

Treasurer's Report

May 14, 2014

1. Commercial monthly billing \$45,344.74 and were mailed May 8, 2014.
2. Principal lend-a-hand balances as of April 30, 2014:
 - a. Madeline Rawle (deceased) - \$6,813.97
 - b. Dorothy Brittin - \$6,173.82
 - c. Dawn Peluso - \$1,461.40
 - d. Jacklyn Schonewolf - \$1,893.63
 - e. Robert Ingram - \$6,606.90
 - f. Karen Muse - \$837.19
 - g. Adria Cruz - \$2,132.81
 - h. Carmen Jimenez - \$1,920.90
 - i. Valerie Newman - \$4,900.31
 - j. Elizabeth Black - \$2,295.86
3. Investments under Trustee Accounts:

\$175,000.00 CD @ First Colonial Bank .50% - Matures 12/24/14
\$185,000.00 CD @ First Colonial Bank .50% - Matures 4/29/15
\$50,374.55 CD First Colonial Bank .75% - Matures 7/24/14
\$152,464.70 CD Susquehanna Bank .80% - Matures 8/03/14
\$7,529.53 Money Market
4. Financial Reports are attached.

Respectfully submitted,



Robin Fair
Treasurer

PENNSAUKEN SEWERAGE AUTHORITY
REVENUES-JANUARY 1, 2014 - DECEMBER 31, 2014
FOR MONTH OF APRIL

<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	2,495,000.00	\$ 506,954.27	\$ 1,192,639.70	\$ 846,625.00	\$ 2,501,814.51
4004 COMMERCIAL	1,190,000.00	\$ 202,923.00	\$ 550,306.21	\$ 251,151.12	\$ 572,109.98
4005 PENALTY	32,000.00	\$ 12,737.28	\$ 17,377.70	\$ 3,787.07	\$ 13,439.92
4002 MERCH	196,000.00		\$ -		\$ -
4003 C/H	30,000.00		\$ 3,949.11		\$ 3,949.11
4012 OTHER INCOME	5,000.00		\$ 275.00		\$ 275.00
4013 INVEST INT	1,000.00	\$ 101.98	\$ 203.07		\$ 203.07
4014 TRUSTEE INT	10,000.00	\$ 6,507.84	\$ 6,507.84		\$ 6,507.84
4016 PERMITS (RES)	10,000.00	\$ 100.00	\$ 1,875.00		\$ 1,875.00
4019 PERMITS (COMM)	35,000.00	\$ 200.00	\$ 200.00		\$ 200.00
4021-PERMITS (MERCH)	1,000.00		\$ -		\$ -
4020-JIF INS PREMIUM	10,000.00		\$ -		\$ -
4017-18- FILING-INSP.	\$1,000.00		\$ 105.00		\$ 105.00
4050 INT./NOTES PAY.	825.00	176.13	\$ 235.61		\$ 235.61
Anticipated Balance	-				
TOTALS	4,016,825.00	729,700.50	1,773,674.24	1,101,563.19	3,100,715.04

	<u>BUDGET</u>	<u>MTD</u>	<u>YTD</u>	<u>REMARKS</u>
ASSETS	\$ 75,000.00	\$ 269.00	\$ 1,016.98	
CONSTRUCTION IN PROGRESS			0.00	
CAPITAL BUDGET	\$ 75,000.00	\$ 269.00	\$ 1,016.98	

<u>CASH BALANCES</u>	<u>AMOUNT</u>
GENERAL CHECKING	\$643,191.04
PAYROLL	\$7,991.37
REVENUE	\$ 2,430.05
DEBT. SERVICE	\$ -
DEBT. SERV. RESERVE	\$ 53,185.44
R & R	\$ 250,000.00
GENERAL	\$ 264,753.29

PENNSAUKEN SEWERAGE AUTHORITY
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
Revenue Account Range: 4-01-00-410-000 to 4-01-00-430-001		760,775.00	2,495,000.00	846,625.00	2,501,814.51	0.00	6,814.51	100
Budget Account Range: 4-01-01-510-500 to 4-01-03-600-002		0.00	196,000.00	0.00	0.00	0.00	196,000.00-	0
4-01-00-410-001	Residential	0.00	30,000.00	0.00	3,949.11	0.00	26,050.89-	13
4-01-00-410-002	Merchantville	195,555.81	1,190,000.00	251,151.12	572,109.98	0.00	617,890.02-	48
4-01-00-410-003	Cherry Hill	3,438.42	32,000.00	3,787.07	13,439.92	0.00	18,560.08-	42
4-01-00-410-004	Commercial	200.00	10,000.00	100.00	1,875.00	0.00	8,125.00-	19
4-01-00-410-005	A/R Penalty	100.00	35,000.00	200.00	200.00	0.00	34,800.00-	1
4-01-00-415-001	Permits- Residential	0.00	1,000.00	0.00	0.00	0.00	1,000.00-	0
4-01-00-415-002	Permits - Commercial	0.00	5,000.00	0.00	275.00	0.00	4,725.00-	6
4-01-00-415-003	Permits - Merchantville	0.00	1,000.00	0.00	0.00	0.00	1,000.00-	0
4-01-00-420-001	Other Income	15.00	1,000.00	0.00	105.00	0.00	895.00-	10
4-01-00-420-002	Application and Inspection Feed	0.00	10,000.00	0.00	0.00	0.00	10,000.00-	0
4-01-00-420-004	JIF Insurance Premium Refund	29.96	825.00	176.13	235.61	0.00	589.39-	29
4-01-00-420-005	Int on Lend-a-Hand Accounts	45.43	1,000.00	101.98	203.07	0.00	796.93-	20
4-01-00-425-001	Interest from Operating Fund	0.00	10,000.00	6,507.84	6,507.84	0.00	3,492.16-	65
4-01-00-425-002	Interest from Trustee Accounts	0.00	0.00	0.00	0.00	0.00	0.00	0
4-01-00-430-001	Anticipated Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00	0
OPERATING REVENUES Revenue Total		960,159.62	4,016,825.00	1,108,649.14	3,100,715.04	0.00	916,109.96-	77

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
ADMINISTRATION SALARIES		0.00	0.00	0.00	0.00	0.00	0.00	0
4-01-01-510-500	ADMIN PSA Management	21,980.00	238,000.00	17,936.00	76,228.00	0.00	161,772.00	32
4-01-01-510-502	ADMIN Office Staff	23,992.41	245,000.00	15,050.84	66,407.93	0.00	178,592.07	27
4-01-01-510-503	ADMIN: Commissioners	1,250.00	15,000.00	1,250.00	5,000.00	0.00	10,000.00	33
4-01-01-510-600	ADMINISTRATION FRINGE BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00	0
4-01-01-510-601	ADMIN: PERS/Employers Liab1	84,663.50	88,000.00	77,188.04	77,627.26	0.00	10,372.74	88
4-01-01-510-602	ADMIN: Social Security	4,333.93	43,000.00	3,302.40	12,691.51	0.00	30,308.49	30
4-01-01-510-603	ADMIN: Unemp./Disabili	410.82	5,500.00	1,928.72	3,738.49	0.00	1,761.51	68
4-01-01-510-604	ADMIN: Hospital Benefits	13,011.57	94,000.00	13,679.63	35,026.23	0.00	58,973.77	37
4-01-01-510-605	ADMIN: Vision, Dental & Rx	5,227.90	45,000.00	4,568.28	15,780.03	0.00	29,219.97	35
4-01-01-510-607	ADMIN: Sick/Vac Payback	8,690.23	56,000.00	0.00	15,852.00	0.00	40,148.00	28
4-01-01-510-700	ADMINISTRATION OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
4-01-01-510-721	ADMIN: Legal Fees	1,516.67	23,000.00	1,516.67	6,066.68	0.00	16,933.32	26
4-01-01-510-722	ADMIN: Audit	0.00	36,000.00	31,000.00	31,000.00	0.00	5,000.00	86
4-01-01-510-723	ADMIN: Other Professional Fees	0.00	9,000.00	162.50	1,450.00	0.00	7,550.00	16
4-01-01-510-736	ADMIN: Public Officials Liab.	0.00	6,800.00	0.00	2,903.72	0.00	3,896.28	43

PENNSAUKEN SEWERAGE AUTHORITY
Statement of Revenue and Expenditures

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
4-01-01-510-750	ADMIN: Office Supplies & Expense	264.08	11,000.00	563.75	1,833.10	0.00	9,166.90	17
4-01-01-510-751	ADMIN: Postage	1,606.43	16,000.00	1,613.42	4,891.57	0.00	11,108.43	31
4-01-01-510-752	ADMIN: Advertising & Printing	299.31	11,000.00	250.35	3,352.63	0.00	7,647.37	30
4-01-01-510-753	ADMIN: Telephone	1,502.38	19,000.00	1,325.72	3,837.83	0.00	15,162.17	20
4-01-01-510-754	ADMIN: Miscellaneous Exp	403.75	5,000.00	60.00	60.00	0.00	4,940.00	1
4-01-01-510-755	ADMIN: Service Contracts	426.21	10,000.00	208.62	8,968.59	0.00	1,031.41	90
4-01-01-510-756	ADMIN: Equipment Rental	0.00	4,000.00	0.00	924.00	0.00	3,076.00	23
4-01-01-510-757	ADMIN: Building Utilities	1,992.68	30,000.00	1,475.58	8,686.47	0.00	21,313.53	29
4-01-01-510-758	ADMIN: Building Exp. & Repairs	660.35	15,000.00	473.39	2,707.18	0.00	12,292.82	18
4-01-01-510-759	ADMIN: Financial Exp	1,000.00	3,000.00	0.00	2,610.00	0.00	390.00	87
4-01-01-510-760	ADMIN: Bad Debt Exp	0.00	500.00	0.00	0.00	0.00	500.00	0
4-01-01-510-762	ADMIN: Education/Dues	79.00	6,000.00	0.00	1,336.80	0.00	4,663.20	22
4-01-01-510-763	ADMIN: Civic Involvement	17,500.00	150,000.00	0.00	32,500.00	0.00	117,500.00	22
4-01-02-520-500	COST OF SERVICE SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0
4-01-02-520-505	O&M: Union Salaries	82,176.01	945,000.00	68,319.66	289,632.03	0.00	655,367.97	31
4-01-02-520-506	O&M: Management Salaries	24,232.00	259,000.00	19,776.00	85,890.00	0.00	173,110.00	33
4-01-02-520-600	COST OF SERVICE FRINGE BENEFIT	0.00	0.00	0.00	0.00	0.00	0.00	0
4-01-02-520-601	O&M: PERS	84,663.50	88,000.00	76,901.50	76,901.50	0.00	11,098.50	87
4-01-02-520-602	O&M: Social Security	8,388.85	100,000.00	6,798.77	27,567.14	0.00	72,432.86	28
4-01-02-520-603	O&M: Unemployment & Disability	1,024.36	8,000.00	962.03	3,405.42	0.00	4,594.58	43
4-01-02-520-604	O&M: Hospitalization Benefits	43,942.03	336,000.00	47,715.77	123,184.96	0.00	212,815.04	37
4-01-02-520-605	O&M: Vision, Dental & RX	10,490.80	129,000.00	14,749.11	47,054.45	0.00	81,945.55	36
4-01-02-520-607	O&M: Sick/vac Payback	3,040.40	100,000.00	0.00	5,720.00	0.00	94,280.00	6
4-01-02-520-608	O&M: Uniform Exp.	0.00	8,000.00	0.00	2,012.40	0.00	5,987.60	25
4-01-02-520-700	COST OF SERVICE OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
4-01-02-520-711	O&M: Engineer Fees	1,352.25	25,000.00	422.00	3,134.09	0.00	21,865.91	13
4-01-02-520-731	O&M: General Liability/Auto Ins	0.00	29,000.00	0.00	12,745.00	0.00	16,255.00	44
4-01-02-520-732	O&M: Worker's Comp Insurance	0.00	53,000.00	0.00	23,818.94	0.00	29,181.06	45
4-01-02-520-733	O&M: Property	0.00	35,000.00	0.00	19,553.91	0.00	15,446.09	56
4-01-02-520-735	O&M: Fund Expense (JIF)	0.00	10,000.00	0.00	2,387.65	0.00	7,612.35	24
4-01-02-520-741	O&M: Uninsured Liabilities	0.00	10,000.00	0.00	0.00	0.00	10,000.00	0
4-01-02-520-755	O&M: Service Contracts	4,312.00	30,000.00	4,235.00	9,755.00	0.00	20,245.00	33
4-01-02-520-764	O&M: Station Utilities	13,703.17	205,000.00	10,994.75	56,645.21	0.00	148,354.79	28
4-01-02-520-765	O&M: Trash Removal	622.84	11,000.00	628.50	3,117.79	0.00	7,882.21	28
4-01-02-520-766	O&M: Oper & Maint Expense	9,803.66	30,000.00	2,701.53	7,136.22	0.00	22,863.78	24
4-01-02-520-767	O&M: Safety Expense	152.38	5,000.00	603.52	1,011.31	0.00	3,988.69	20
4-01-02-520-768	O&M: Landscaping	3,133.50	8,000.00	0.00	0.00	0.00	8,000.00	0
4-01-02-520-769	O&M: Vehicle & Repair Exp	1,770.39	30,000.00	1,255.97	6,161.58	0.00	23,838.42	21
4-01-02-520-770	O&M: Fuel/Tolls/Mileage Exp	10,399.86	50,000.00	8,730.66	8,730.66	0.00	41,269.34	17
4-01-02-520-771	COLLECTION SYSTEM EXP	0.00	60,000.00	1,703.27	5,144.06	0.00	54,855.94	9

PENNSAUKEN SEWERAGE AUTHORITY
Statement of Revenue and Expenditures

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
4-01-02-520-772	O&M: Emergency Repairs	15,775.50	110,000.00	21,025.00	21,025.00	0.00	88,975.00	19
4-01-02-520-773	O&M: Emergency Station Repairs	604.30	100,000.00	8,372.05	13,597.05	0.00	86,402.95	14
4-01-02-520-774	O&M: Chemicals	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
4-01-02-520-775	O&M Permits & Licensing	0.00	3,000.00	100.00	500.00	0.00	2,500.00	17
4-01-03-600-001	Bond Debt (Principal)	0.00	45,600.00	0.00	11,847.45	0.00	33,752.55	26
4-01-03-600-002	Bond Debt (Interest)	0.00	8,425.00	0.00	4,212.50	0.00	4,212.50	50
	OPERATING FUND Expend Total	510,399.02	4,016,825.00	469,549.00	1,293,371.34	0.00	2,723,453.66	32

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expended	Total Available Revenues
4-01	OPERATING FUND	960,159.62	1,108,649.14	3,100,715.04	510,399.02	469,549.00	1,293,371.34	1,807,343.70

Superintendent's Report

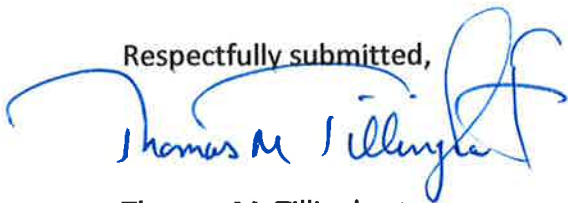
Meeting of May 20, 2014

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

In regular and preventative maintenance we flushed 147,988 feet of line. 970 feet was root cut and 5,657 feet was inspected using our CCTV equipment. We responded to 72 calls for service. The call breakdown is as follows:

Main Line stoppages:	2
Vent stoppages:	14
Station alarms:	19
Miscellaneous services:	37

Respectfully submitted,



Thomas M. Tillinghast
Superintendent

The Chairman asked for the Engineers reports.

See Report from Dennis Yoder (R&V)
See Report from A. Maxwell Peters (T&M)
See Report from Thomas Leisse (Pennoni)

The Chairman asked the Commissioners for any reports.

Mr. Lutz – No Report
Mr. Schofield – No Report
Mr. Archible – No Report
Mr. Ellis – No Report
Mr. Pennestri – No Report

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

Mr. Luthman had no report.

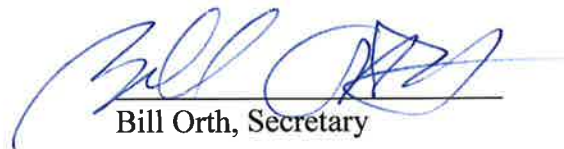
The Chairman asked for Mr. Orth, the Executive Director's report.

Mr. Orth had no report.

There was no correspondence to present.

Since there were no matters of personnel or litigation for closed session, Mr. Lutz asked for a motion to adjourn. Mr. Archible moved to adjourn the meeting, seconded by Mr. Ellis. All Commissioners concurred by saying aye.

Respectfully submitted,



Bill Orth, Secretary

REMINGTON & VERNICK ENGINEERS AND AFFILIATES

EDWARD VERNICK, PE, CME, President
CRAIG F. REMINGTON, PLS, PP, Vice President

EXECUTIVE VICE PRESIDENTS
Michael D. Vena, PE, PP, CME (deceased 2006)
Edward J. Walberg, PE, PP, CME
Thomas F. Beach, PE, CME
Richard G. Arango, PE, CME

DIRECTOR OF OPERATIONS
CORPORATE SECRETARY
Bradley A. Blubaugh, BA, MPA

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Alan Dittenhofer, PE, PP, CME
Frank J. Seney, Jr., PE, PP, CME
Terence Vogt, PE, PP, CME
Dennis K. Yoder, PE, PP, CME, LEED
Charles E. Adamson, PLS, AET
Kim Wendell Bibbs, PE, CME
Marc DeBlasio, PE, PP, CME
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(201) 624-2136 (fax)

May 13, 2014

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 :

Award of a contract for sewer main repairs for Frosthoffer Avenue to eliminate hydraulic restrictions. Bids will be received on May 20, 2014.

2. ENGINEERING IN PROGRESS :

Frosthoffer Avenue Sewer Main - This project has been advertised for bids

Restaurant Depot sewer infrastructure improvements - RVE has completed review of proposed improvements and has issued a review letter dated April 10, 2014. The Applicant's Engineer is addressing review comment.

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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YOUR GOALS. OUR MISSION.

May 16, 2014

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 May 20, 2014 Meeting

Dear Mr. Orth:

The following constitutes T&M's Activity Report for the Pennsauken Sewerage Authority's May 20, 2014 meeting. Although there is no new activity to report, the summary below represents our active projects:

Sulfide Investigation

Monthly sampling and sulfide testing has been ongoing at several location within the PSA services area since January of 2011.

More recently, the focus of the study moved to the odor issues at the High Street Pump Station. T&M contacted the odor control system manufacturer who recommended a change to the carbon filter media in the unit. T&M provided the PSA with contact information for the purchase of new carbon filter media and filter media testing.

If the PSA wishes to further investigate odor issues, we recommend a review of the construction plans for the pump station in conjunction with the odor control system design guidelines to determine if the system is sized properly for the current use. To complete this task, the PSA would need to provide T&M with a copy of the construction plans for the pump station and odor control system.

During the summer of 2013, even with the hot weather that is normally associated with high sulfide levels, the PSA has received good results from the monthly sulfide testing. There have been no sulfide issues or complaints received.

System Flooding

T&M met with Thom Tillinghast of the PSA to look at areas of sanitary sewer system flooding at the intersection of Magnolia and Florida. T&M provided a proposal to the PSA for monitoring of system testing to be performed by the PSA and system improvement design.

The initial investigation requires dry weather system testing to be performed by the PSA. Once the test results are received, T&M will require authorization to proceed with services included in



Mr. William F. Orth, Executive Director
Re: Activity Report for May 20, 2014 Meeting

May 16, 2014
Page 2

our pending proposal submitted on October 3, 2011.

Upon receipt of authorization, we can proceed immediately.

System Improvements 48th Street and Route 130

T&M met with Thomas Tillinghast to discuss proposed system improvements near the intersection of 48th Street and Route 130. T&M prepared a proposal for professional services and construction cost estimate for the project.

To date we have not received authorization and await further direction.

Riverfront Village at Pennsauken

T&M received for review, an application for Treatment Works Approval (TWA) for the proposed Riverfront Village development located at the intersection of 47th Street and River Road. T&M has reviewed the application and found it to be in compliance with technical and administrative requirements of a TWA Application. T&M issued a letter recommending approval of the application on December 11, 2013.

T&M received for review, an application for Sewer Connection Application for a new residential service from the proposed Riverfront Village development. This application is being reviewed under the same PSA Account number. T&M issued a letter recommending approval of the application on February 26, 2014. The application was approved by the Authority at the March 18, 2014

Should you have any questions, please contact me.

Very truly yours,

T&M ASSOCIATES

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

Cc: Edwin J. Steck, P.E.



PENNONI ASSOCIATES INC.
CONSULTING ENGINEERS

May 16, 2014

PESA 1400

William F. Orth, Executive Director
Pennsauken Sewage Authority
1250 John Tipton Blvd.
Pennsauken, New Jersey 08110

**RE: Engineer's Report
May, 2014 Meeting
Pennsauken Sewerage Authority**

Dear Mr. Orth:

The following is a summary of the engineering activities for the above referenced Authority meeting:

Sycamore Ridge Sewer Application

On January 16, 2014, the PSA received an application for sewer connection by ETC Companies of Ramsey, NJ. The Applicant proposes to connect a new lateral to service a proposed clubhouse on the subject property at 3731 Herbert Avenue. The new lateral would connect to an existing Authority 8" sanitary sewer main.

On March 11, 2014 a permit for new connection was issued to the applicant. My office will coordinate inspection upon notification that the connection is being scheduled.

Please feel free to contact me with any questions.

Sincerely,

PENNONI ASSOCIATES INC.

A handwritten signature in cursive script, appearing to read "Thomas Lisse".

Thomas Lisse, PE, CME
Authority Engineer

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