

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. Lutz
- Mr. Dennis Archible
- Mr. Timothy Ellis
- Mr. James Pennestri

Also present were:

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

Absent was:

- Mr. Gregory Schofield

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. Ellis and carried to close the public portion. All Commissioners signified their approval saying aye. The public portion was closed.

The minutes of the meeting May 17, 2016 were presented for approval.

A motion was made by Mr. Pennestri, seconded by Mr. Archible to approve the 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 .....\$352,238.63

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

See Bill List Attached

Utility Bill Adjustment #'s 2536, 2547 & 2553 and Utility Balance Adjustment #'s 12411, 12468, 12477 & 12480 were presented.

Mr. Archible moved for the approval of adjustments while Mr. Pennestri seconded the motion. On roll call all Commissioners present voted yes for approval.

See Journals Attached

**June 21, 2016**

**PENNSAUKEN SEWERAGE AUTHORITY**

**MEETING FIGURE:**

**\$352,238.63**

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Range of Checking Accts: OPER MAN WIRE to OPERATING      Range of Check Dates: 05/18/16 to 12/31/16  
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			
847	05/24/16	PAYROLL PAYROLL ACCOUNT	33,257.80	05/31/16	1855
848	05/31/16	PAYROLL PAYROLL ACCOUNT	72,098.38		1861
849	06/07/16	PAYROLL PAYROLL ACCOUNT	35,678.04		1863
850	06/14/16	PAYROLL PAYROLL ACCOUNT	34,500.71		1865
851	06/21/16	PAYROLL PAYROLL ACCOUNT	33,210.27		1867

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	5	0	208,745.20	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	5	0	208,745.20	0.00

OPERATING	OPERATING ACCOUNT	Amount Paid	Reconciled/Void	Ref Num
26728	05/23/16 PETTY PETTY CASH	330.37	05/31/16	1857
26729	05/24/16 PEPBOYS PEP BOYS	1,067.55	05/31/16	1858
26731	05/25/16 NJUJIF NJ UTILITY AUTHORITIES JIF	61,280.05	05/25/16 VOID	1859 (Reason: Printed on wrong ck)
26732	05/25/16 Alignment Check		VOID	
26733	05/25/16 TRU-FIT TRU-FIT FRAME & DOOR	847.00	05/31/16	1859
26735	05/25/16 NJUJIF NJ UTILITY AUTHORITIES JIF	61,280.05		1860
26736	06/21/16 30978000 DORA SKILTON	50.00		1869
26737	06/21/16 ABCON AB-CON EXTERMINATING INC.	30.00		1869
26738	06/21/16 BELL BELL SUPPLY CO. CORP.	221.09		1869
26739	06/21/16 BP BP ENVIRONMENTAL SERVICES, INC	585.00		1869
26740	06/21/16 CANON CANON SOLUTIONS AMERICA, INC.	183.70		1869
26741	06/21/16 CARQUEST CARQUEST AUTO PARTS	92.50		1869
26742	06/21/16 CCMUA CAMDEN COUNTY MUA	88.00		1869
26743	06/21/16 CINTAS CINTAS FIRST AID & SAFETY	49.79		1869
26744	06/21/16 COMCAST COMCAST	195.79		1869
26745	06/21/16 CUMMINGS JAMES J. CUMMINGS, JR.	46.10		1869
26746	06/21/16 DELTA DELTA DENTAL OF NJ, INC.	3,476.00		1869
26747	06/21/16 DIGITAL DIGITAL VOICE & DATA CO., INC.	100.00		1869
26748	06/21/16 EDMUNDS Edmunds & Associates, Inc.	600.00		1869
26749	06/21/16 EVOQUA EVOQUA WATER TECHNOLOGIES LLC	1,734.00		1869
26750	06/21/16 FONTANAS Fontana's Auto Repair Inc.	1,376.27		1869
26751	06/21/16 GOVOLU GOVOLUTION, LLC	138.60		1869
26752	06/21/16 GRAINGER GRAINGER	552.50		1869
26753	06/21/16 HELMRICH HELMRICH TRANS SYSTEM, INC.	6,198.89		1869
26754	06/21/16 INGRAM WILLIAM INGRAM	46.10		1869
26755	06/21/16 JAYSTIRE JAY'S TIRE SERVICE LLC	25.00		1869
26756	06/21/16 LOUGHERY BERNADETTE A LOUGHERY	46.10		1869
26757	06/21/16 LUTHMAN DAVID A. LUTHMAN	1,516.67		1869
26758	06/21/16 MACANANY PATRICIA MACANANY	308.05		1869
26759	06/21/16 MM Municipal Maintenance Co. Inc.	31,626.97		1869
26760	06/21/16 MORTON MORTON PAINT CENTER	117.15		1869
26761	06/21/16 MOWER THE MOWER SHOP	125.83		1869
26762	06/21/16 MPWC MPWC	2,640.00		1869
26763	06/21/16 NATBTRY NATIONAL BATTERY COMPANY	15.00		1869
26764	06/21/16 NJAMERWA NEW JERSEY AMERICAN WTR CO INC	118.17		1869
26765	06/21/16 NJAWSTA NEW JERSEY AMERICAN WATER	76.62		1869
26766	06/21/16 NJDEP TREASURER, STATE OF NEW JERSEY	178.00		1869

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
OPERATING		OPERATING ACCOUNT	Continued		
26767	06/21/16	NJWE NJ WATER ENVIRONMENT ASSOC.	918.00		1869
26768	06/21/16	OCC ONE CALL CONCEPTS, INC.	226.25		1869
26769	06/21/16	PBENNETT PAULINE BENNETT	46.10		1869
26770	06/21/16	PDOYLE PATRICK J. DOYLE	46.10		1869
26771	06/21/16	PENNONI PENNONI ASSOCIATES, INC.	1,308.00		1869
26772	06/21/16	PITNEYME PITNEY BOWES GLOBAL FINANC SVC	747.00		1869
26773	06/21/16	PSEG PUBLIC SERVICE ELEC & GAS CO.	10,882.47		1869
26774	06/21/16	REMING REMINGTON VERNICK ARANGO ENGR	41.25		1869
26775	06/21/16	REPUBLIC REPUBLIC SERVICES OF NJ, LLC	312.22		1869
26776	06/21/16	SAMS SAM'S CLUB	148.47		1869
26777	06/21/16	SCHWER SCHWERING HARDWARE, INC.	88.28		1869
26778	06/21/16	SJENERGY SOUTH JERSEY ENERGY COMPANY	11.78		1869
26779	06/21/16	STEWART STEWART BUSINESS SYSTEMS	127.90		1869
26780	06/21/16	TILLING THOM TILLINGHAST	324.82		1869
26781	06/21/16	TRISTATE TRI STATE ENVIRONMENTAL SVCS	4,663.59		1869
26782	06/21/16	UNUM UNUM LIFE INSUR CO OF AMERICA	2,142.82		1869
26783	06/21/16	VAL VAL ASSOC. LABORATORY, INC.	337.00		1869
26784	06/21/16	VALLETT RICHARD B. VALLETT, JR.	150.00		1869
26785	06/21/16	VERIZOFF VERIZON	1,338.20		1869
26786	06/21/16	VERIZON VERIZON WIRELESS	545.80		1869
26787	06/21/16	VISION TOWNSHIP OF PENNSAUKEN	2,007.00		1869
26788	06/21/16	WBMASON W.B. MASON CO., INC.	548.58		1869
26789	06/21/16	WESTMONT WESTMONT HARDWARE, INC.	73.94		1869
26790	06/21/16	WORKNET WORKNET	375.00		1869

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	59	2	143,493.43	61,280.05
Direct Deposit:	0	0	0.00	0.00
Total:	59	2	143,493.43	61,280.05

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	64	2	352,238.63	61,280.05
Direct Deposit:	0	0	0.00	0.00
Total:	64	2	352,238.63	61,280.05

May 18, 2016  
10:44 AM

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

Page No: 2

	Code	# Entries	Flat	Excess	Total
Sewer Bill	S10	3	154.50-	0.00	154.50-
Sewer Bill	S11	3	77.25	0.00	77.25
Total Sewer Bill:					77.25-
Total Sewer:					77.25-
Entries:	<u>6</u>		Total of All Codes:		<u>77.25-</u>

May 18, 2016  
10:44 AM

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

Page No: 1

Batch Id: DEBORAH

Account Id Name	Service	Code	Type	Yr	Prd	Flat	Excess	Total	Descript	Prorate	Flag	Date	Seq
40321001-0 BAISDEN, ANA J	Sewer	S10	B	16	2	51.50-	0.00	51.50-	S/C RATE	N		05/18/16	1
40321001-0 BAISDEN, ANA J	Sewer	S11	B	16	2	25.75	0.00	25.75	S/C RATE	N		05/18/16	2
40321001-0 BAISDEN, ANA J	Sewer	S10	B	16	3	51.50-	0.00	51.50-	S/C RATE	N		05/18/16	3
40321001-0 BAISDEN, ANA J	Sewer	S11	B	16	3	25.75	0.00	25.75	S/C RATE	N		05/18/16	4
40321001-0 BAISDEN, ANA J	Sewer	S10	B	16	4	51.50-	0.00	51.50-	S/C RATE	N		05/18/16	5
40321001-0 BAISDEN, ANA J	Sewer	S11	B	16	4	25.75	0.00	25.75	S/C RATE	N		05/18/16	6

May 18, 2016  
10:44 AM

PENNSAUKEN SEWERAGE AUTHORITY  
Utility Bill Adjustment Batch Update Report

Page No: 1

Batch: DEBORAH	Updated Billings:	6 Flat:	77.25-	Exc:	0.00	Ref Num:	2536
	Updated Deductions:	0 Flat:	0.00	Exc:	0.00		
	Total Entries:	6 Flat:	77.25-	Exc:	0.00	Total Updated:	77.25-

June 1, 2016  
10:28 AM

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

Page No: 2

	Code	# Entries	Flat	Excess	Total
Sewer Bill	S10	3	154.50-	0.00	154.50-
Sewer Bill	S11	3	77.25	0.00	77.25
Total Sewer Bill:					77.25-

June 1, 2016  
10:28 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
50012526-0	Sewer FISHER, TRACIE LYNN	S10	B	16	2	51.50-	0.00	51.50-	S/C RATE	N		06/01/16	1
50012526-0	Sewer FISHER, TRACIE LYNN	S11	B	16	2	25.75	0.00	25.75	S/C RATE	N		06/01/16	2
50012526-0	Sewer FISHER, TRACIE LYNN	S10	B	16	3	51.50-	0.00	51.50-	S/C RATE	N		06/01/16	3
50012526-0	Sewer FISHER, TRACIE LYNN	S11	B	16	3	25.75	0.00	25.75	S/C RATE	N		06/01/16	4
50012526-0	Sewer FISHER, TRACIE LYNN	S10	B	16	4	51.50-	0.00	51.50-	S/C RATE	N		06/01/16	5
50012526-0	Sewer FISHER, TRACIE LYNN	S11	B	16	4	25.75	0.00	25.75	S/C RATE	N		06/01/16	6

June 1, 2016  
10:28 AM

PENNSAUKEN SEWERAGE AUTHORITY  
Utility Bill Adjustment Batch Update Report

Page No: 1

Batch: DEBORAH	Updated Billings:	6 Flat:	77.25-	Exc:	0.00	Ref Num:	2547
	Updated Deductions:	0 Flat:	0.00	Exc:	0.00		
	Total Entries:	6 Flat:	77.25-	Exc:	0.00	Total Updated:	77.25-

June 9, 2016  
03:06 PM

PENNSAUKEN SEWERAGE AUTHORITY  
Utility Bill Adjustment Batch Update Report

Page No: 1

Batch: DEBORAH	Updated Billings:	6 Flat:	77.25	Exc:	0.00	Ref Num:	2553
	Updated Deductions:	0 Flat:	0.00	Exc:	0.00		
	Total Entries:	6 Flat:	77.25	Exc:	0.00	Total Updated:	77.25

June 9, 2016  
03:03 PM

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

Page No: 2

	Code	# Entries	Flat	Excess	Total
Sewer Bill	S10	3	154.50	0.00	154.50
Sewer Bill	S11	3	77.25-	0.00	77.25-
				Total Sewer Bill:	77.25
				Total Sewer:	77.25
Entries:		<u>6</u>		Total of All Codes:	<u>77.25</u>

June 9, 2016  
03:03 PM

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
61004000-0 NASH, KIM	Sewer	S11	B	16	2	25.75-	0.00	25.75-	REG RATE	N	06/09/16	1
61004000-0 NASH, KIM	Sewer	S10	B	16	2	51.50	0.00	51.50	REG RATE	N	06/09/16	2
61004000-0 NASH, KIM	Sewer	S11	B	16	3	25.75-	0.00	25.75-	REG RATE	N	06/09/16	3
61004000-0 NASH, KIM	Sewer	S10	B	16	3	51.50	0.00	51.50	REG RATE	N	06/09/16	4
61004000-0 NASH, KIM	Sewer	S11	B	16	4	25.75-	0.00	25.75-	REG RATE	N	06/09/16	5
61004000-0 NASH, KIM	Sewer	S10	B	16	4	51.50	0.00	51.50	REG RATE	N	06/09/16	6

Batch Id: DEBORAH

Account Id Name	Service	Adj Code	Bill Code Transaction Type	Yr Prd	Principal	Penalty	Total	Descript	Date	Seq
90137002-0 TEMPLE LUTHERAN CHUR	Sewer	402			1,057.44	0.00	1,057.44	refund overpayment	05/17/16	2
			Refund Overpayment							
41455001-0 BALMER, CHARLES	Sewer	102			214.55	0.00	214.55	refund overpayment	05/17/16	3
			Refund Overpayment							
60961000-0 WOOD, RONALD	Sewer	102			984.05	0.00	984.05	refund overpayment	05/17/16	4
			Refund Overpayment							
31190000-0 HUGHES, EDWARD	Sewer	102			287.00	0.00	287.00	refund overpayment	05/17/16	5
			Refund Overpayment							
61018000-0 BURNS, RITA H	Sewer	102			95.63	0.00	95.63	refund overpayment	05/17/16	6
			Refund Overpayment							

Batch: DEBORAH Updated Entries: 5 Updated Principal: 2,638.67 Updated Penalty: 0.00 Ref Num: 12411



Batch: DEBORAH Updated Entries: 6 Updated Principal: 0.00 Updated Penalty: 4.58- Ref Num: 12468

Code Type	Description	Count	Arrears/Other	Principal			Penalty	Total
				2015	2016	Future		
105	Balance Adjustment							
	Cancel Charges	6	0.00	0.00	0.00	0.00	4.58-	4.58-
	Sewer Totals:	6	0.00	0.00	0.00	0.00	4.58-	4.58-
Grand Totals:		6	0.00	0.00	0.00	0.00	4.58-	4.58-

Batch Id: DEBORAH

Account Id	Service	Adj Code	Bill Code	Yr Prd	Principal	Penalty	Total	Descript	Date	Seq
Name			Transaction	Type						
20328000-0	Sewer	105	16 1	1	0.00	0.75-	0.75-	REMOVE PENALTY	06/09/16	1
SANCHEZ, LUIS Balance Adjustment										
20012863-0	Sewer	105	15 4	4	0.00	0.75-	0.75-	REMOVE PENALTY	06/09/16	2
THACH, PHUONG H Balance Adjustment										
20012863-0	Sewer	105	16 1	1	0.00	0.77-	0.77-	REMOVE PENALTY	06/09/16	3
THACH, PHUONG H Balance Adjustment										
21229000-0	Sewer	105	16 1	1	0.00	0.77-	0.77-	REMOVE PENALTY	06/09/16	4
RODRIGUEZ, VICTOR Balance Adjustment										
60926000-0	Sewer	105	16 1	1	0.00	0.77-	0.77-	REMOVE PENALTY	06/09/16	5
ROSADO, MICHAEL Balance Adjustment										
30990000-0	Sewer	105	16 1	1	0.00	0.77-	0.77-	REMOVE PENALTY	06/09/16	6
BLUM, STEVEN Balance Adjustment										

Batch: DEBORAH Updated Entries: 14 Updated Principal: 0.00 Updated Penalty: 192.42- Ref Num: 12477

Batch Id: DEBORAH

Account Id Name	Service	Adj Code	Bill Code Transaction Type	Yr Prd	Principal	Penalty	Total	Descript	Date	Seq
10143000-0 MUSE, KAREN	Sewer	105	12 3 Balance Adjustment	.	0.00	0.39-	0.39-	REMOVE INTEREST	06/14/16	4
10143000-0 MUSE, KAREN	Sewer	105	12 4 Balance Adjustment		0.00	25.35-	25.35-	REMOVE INTEREST	06/14/16	5
10143000-0 MUSE, KAREN	Sewer	105	13 1 Balance Adjustment		0.00	24.48-	24.48-	REMOVE INTEREST	06/14/16	6
10143000-0 MUSE, KAREN	Sewer	105	13 2 Balance Adjustment		0.00	22.44-	22.44-	REMOVE INTEREST	06/14/16	7
10143000-0 MUSE, KAREN	Sewer	105	13 3 Balance Adjustment		0.00	20.40-	20.40-	REMOVE INTEREST	06/14/16	8
10143000-0 MUSE, KAREN	Sewer	105	13 4 Balance Adjustment		0.00	18.36-	18.36-	REMOVE INTEREST	06/14/16	9
10143000-0 MUSE, KAREN	Sewer	105	14 1 Balance Adjustment		0.00	18.00-	18.00-	REMOVE INTEREST	06/14/16	10
10143000-0 MUSE, KAREN	Sewer	105	14 2 Balance Adjustment		0.00	15.75-	15.75-	REMOVE INTEREST	06/14/16	11
10143000-0 MUSE, KAREN	Sewer	105	14 3 Balance Adjustment		0.00	13.50-	13.50-	REMOVE INTEREST	06/14/16	12
10143000-0 MUSE, KAREN	Sewer	105	14 4 Balance Adjustment		0.00	11.25-	11.25-	REMOVE INTEREST	06/14/16	13
10143000-0 MUSE, KAREN	Sewer	105	15 1 Balance Adjustment		0.00	9.00-	9.00-	REMOVE INTEREST	06/14/16	14
10143000-0 MUSE, KAREN	Sewer	105	15 2 Balance Adjustment		0.00	6.75-	6.75-	REMOVE INTEREST	06/14/16	15
10143000-0 MUSE, KAREN	Sewer	105	15 3 Balance Adjustment		0.00	4.50-	4.50-	REMOVE INTEREST	06/14/16	16
10143000-0 MUSE, KAREN	Sewer	105	15 4 Balance Adjustment		0.00	2.25-	2.25-	REMOVE INTEREST	06/14/16	17

June 14, 2016  
03:45 PM

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
20551000-0 FISHER, ALBERT	Sewer	105		16 1	0.00	0.77-	0.77-	REMOVE PENALTY	06/14/16	1
				Balance Adjustment						

June 14, 2016  
03:45 PM

PENNSAUKEN SEWERAGE AUTHORITY  
Utility Balance Adjustment Batch Update Report

Page No: 1

Batch: DEBORAH Updated Entries: 1 Updated Principal: 0.00 Updated Penalty: 0.77- Ref Num: 12480

The Chairman moved to Old Business.

There was no old business.

The Chairman moved to New Business.

Resolution No 16-26 Certifying Review of F/Y 15 Audit Report.

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

See Resolution No. 16-26

Addition of Policy No. 2.16 Emergency Response to the Policy & Procedure Manual.

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

See Policy No. 2.16

Authorize the expense of the Engineer to prepare specs to go out for bid for the proposed office upgrades.

Mr. Archible made a motion to approve the expenditure for the preparation of specs by Engineer to go out for bid for the proposed office upgrades. Mr. Pennestri provided the second. On roll call all Commissioners present voted yes.

Authorize the expense of the Engineer to prepare bid specs for Emergency Generator Replacement at Station #1, Delair, and Station #12, 41<sup>st</sup> & Chestnut.

Mr. Archible made a motion to approve the expenditure for the preparation of specs by the Engineer to go out for bid for Emergency Generator Replacement at Stations #1, Delair, and #12, 41<sup>st</sup> & Chestnut. Mr. Pennestri provided the second. On roll call all Commissioners present voted yes.

The Chairman asked for the Treasurer's report.

See Treasurer's Report

The Chairman asked for the Superintendent's Report.

See Superintendent's Report

The Chairman asked for the Engineers reports.

See Engineer's Report

The Chairman asked the Commissioners for any reports.

Mr. Lutz – No Report

Mr. Schofield - Absent

Mr. Archible – No Report

Mr. Ellis – No Report

Mr. Pennestri – No Report

The Chairman moved to Old Business.

There was no old business.

The Chairman moved to New Business.

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See Treasurer's Report

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See Superintendent's Report

The Chairman asked for the Engineers reports.

See Engineer's Report

The Chairman asked the Commissioners for any reports.

Mr. Lutz – No Report

Mr. Archible – No Report

Mr. Ellis – No Report

Mr. Pennestri – No Report

**RESOLUTION OF THE PENNSAUKEN SEWERAGE AUTHORITY CERTIFYING  
REVIEW OF F/Y 15 AUDIT REPORT**

**WHEREAS**, N.J.S.A. 40A:5A-15 requires the governing body of each Local Authority to cause an annual audit of its accounts to be made, and;

**WHEREAS**, the annual audit report for the fiscal year ended December 31, 2015 has been completed and filed with the Division of Local Government Services Bureau of Authority Regulations pursuant to N.J.S.A. 40A:5A-17, requires the Governing Body of each Authority to, within 45 days of receipt of the annual audit, certify by Resolution to the local Finance Board that each Member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and;

**WHEREAS**, the Members of the Governing Body have received the annual audit and have personally reviewed the annual audit report entitled "General Comments" and "Recommendations", in accordance with N.J.S.A. 40A:5A-17.

**NOW, THEREFORE, BE IT RESOLVED** that the Governing Body of the Pennsauken Sewerage Authority hereby certifies to the Local Finance Board of the State of New Jersey that each Governing body Member has personally reviewed the annual audit report for the fiscal year ended December 31, 2015, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

**BE IT FURTHER RESOLVED** that the Secretary of the Authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

**IT IS HEREBY CERTIFIED THAT THIS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON June 21, 2016.**

  
Bill Orth, Secretary

We, the members of the governing body of the Pennsauken Sewerage Authority, being of full age and being duly sworn according to law, upon our oath depose and say:

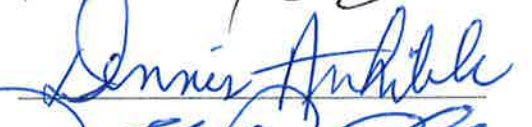
1. We are duly appointed members of the Pennsauken Sewerage Authority.
2. We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the annual audit report for the fiscal year ended December 31, 2015 and specifically the sections of the audit report entitled "General Comments" and "Recommendations".




Oren Lutz, Chairman



Gregory Schofield, Vice-Chairman



Dennis Archible, Commissioner



Timothy Ellis, Commissioner



James Pennestri, Commissioner

**ADOPTED: June 21, 2016**

**Pennsauken Sewerage Authority  
Summary of Audit Findings  
For the Year Ended December 31, 2015**

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**Current Year Finding**

**Finding No. 2015-001**

**Criteria or Specific Requirement**

Pursuant to N.J.A.C. 5:34-6.1, an emergency procurement report is to be filed by the contracting agent of the public agency with the Director of the Division of Local Government Services within 30 days of the date the emergency contract was issued.

**Condition**

The Authority did not comply with N.J.A.C. 5:34-6.1 by filing an "Emergency Procurement Report" when it purchased equipment in an emergent circumstance whose cost exceeded the Pay to Play threshold.

**Context**

During our test of 5 bids and contract, we found that in one instance the Authority did not comply with the requirements as noted above.

**Effect**

The Authority did not fully comply with the Pay to Play and N.J.A.C. 5:34-6.1.

**Cause**

Authority was not aware of the requirement.

**Recommendation**

That the Authority comply with N.J.A.C. 5:34-6.1 by filing an "Emergency Procurement Report" when purchases are made in emergent circumstance and the cost exceeds the Pay to Play threshold.

**View of Responsible Officials and Planned Corrective Action**

The responsible officials agree with the finding and will address the matter as part of their corrective action plan.



**PENNSAUKEN SEWERAGE AUTHORITY**

**CORRECTIVE ACTION PLAN**

**Finding No. 2015-1**

**Criteria or Specific Requirement**

Pursuant to N.J.A.C. 5:34-6.1, an emergency procurement report is to be filed by the contracting agent of the public agency with the Director of the Division of Local Government Services within 30 days of the date the emergency contract was issued.

**Condition**

The Authority did not comply with N.J.A.C. 5:34-6.1 by filing an "Emergency Procurement Report" when it purchased equipment in an emergent circumstance whose cost exceeded the Pay to Play threshold.

**Context**

During the test of 5 bids and contracts, one instance was found where the Authority did not comply with the requirements notes above.

**Corrective Action**

Authority personnel have been instructed on the proper procedure for purchasing equipment in an emergency situation.

## **PROCEDURE 2.16: EMERGENCY RESPONSE**

If while in the course of the execution of their regular assignment an employee encounters a situation outside the parameters of regular maintenance, and said situation poses an immediate threat to the public health or property or which will cause a negative impact on the environment, this situation will be deemed an emergency. When encountering an emergency, the employee will take any/all reasonable action to identify and address the cause of the emergency. The employee will notify his supervisor of the situation. The supervisor will respond and assume control of the situation. The supervisor will notify the appropriate authorities and notify the appropriate contractor if necessary. The supervisor will designate an employee to maintain a written journal of the events, which will become part of the incident report.

**PENNSAUKEN SEWERAGE AUTHORITY**  
**REVENUES-JANUARY 1, 2016 - DECEMBER 31, 2016**  
**FOR MONTH OF MAY**

<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	2,645,000.00	\$ 241,095.60	\$ 1,443,981.64	\$ (25.75)	\$ 2,597,173.24
4004 COMMERCIAL	1,240,000.00	\$ 191,777.96	\$ 703,960.05	\$ 38,291.21	\$ 650,700.56
4005 PENALTY	35,000.00	\$ 3,492.59	\$ 13,397.02	\$ 3,942.29	\$ 18,946.64
4002 MERCH	201,000.00		\$ -		\$ -
4003 C/H	31,000.00		\$ 4,018.20		\$ 4,018.20
4012 OTHER INCOME	5,000.00		\$ 150.00		\$ 150.00
4013 INVEST INT	1,000.00		\$ 722.51		\$ 722.51
4014 TRUSTEE INT	5,000.00		\$ 0.34		\$ 0.34
4016 PERMITS (RES)	5,000.00	\$ 200.00	\$ 3,175.00		\$ 3,175.00
4019 PERMITS (COMM)	35,000.00		\$ 200.00		\$ 200.00
4021-PERMITS (MERCH)	1,000.00		\$ -		\$ -
4020-JIF INS PREMIUM	12,000.00		\$ -		\$ -
4017-18- FILING-INSP.	\$500.00	\$15.00	\$ 60.00		\$ 60.00
4050 INT./NOTES PAY.	500.00	51.83	\$ 73.67		\$ 73.67
Anticipated Balance	-				
<b>TOTALS</b>	<b>4,217,000.00</b>	<b>436,632.98</b>	<b>2,169,738.43</b>	<b>42,207.75</b>	<b>3,275,220.16</b>
		<b>BUDGET</b>	<b>MTD</b>	<b>YTD</b>	<b>REMARKS</b>
<b>ASSETS/CAPITAL</b>		<b>\$ 290,000.00</b>	<b>\$ -</b>		

<u>CASH BALANCES</u>	<u>AMOUNT</u>
GENERAL CHECKING	\$1,272,350.69
PAYROLL	\$4,847.72
REVENUE	\$ 199,483.51
DEBT. SERVICE	
DEBT. SERV. RESERVE	\$ 53,562.78
R & R	\$ 251,250.31
GENERAL	\$ 252,854.19

**Investments under Trustee Accounts:**

50,751.88 CD with 1st Colonial Bank @ 1% - MATURES 07/23/16  
175,875.31 CD with 1st Colonial Bank @ 1.50% - MATURES 12/24/17  
75,000.00 CD with 1st Colonial Bank @ 1.50% - Matures 4/29/18  
100,000.00 CD with 1st Colonial Bank @ 1.00% - Matures 4/29/2017  
409,429.71 Money Market

**Principal lend-a-hand balances as of May 31, 2016:**

**\$ 26,459.52**

M. Rawle	\$6,813.97	A. Cruz	\$1,068.76
D. Brittin	\$4,649.57	C. Jimenez	\$1,920.90
D. Peluso	\$1,461.40	V. Newman	\$1,033.83
J. Schonewolf	\$1,820.09	E. Black	\$1,084.10
R. Ingram	\$6,606.90		

PENNSAUKEN SEWERAGE AUTHORITY  
Statement of Revenue and Expenditures

Revenue Account Range: 01-00-410-000 to 01-00-430-001  
 Expend Account Range: 01-01-510-500 to 01-03-600-002  
 Skip Zero YTD Activity: No  
 Include Non-Anticipated: Yes  
 Include Non-Budget: No  
 Year To Date As Of: 05/31/16  
 Current Period: 05/01/16 to 05/31/16  
 Prior Year: 05/01/15 to 05/31/15

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
01-00-410-001	Residential	540.16	2,645,000.00	25.75-	2,597,173.24	0.00	47,826.76-	98
01-00-410-002	Merchantville	0.00	201,000.00	0.00	0.00	0.00	201,000.00-	0
01-00-410-003	Cherry Hill	0.00	31,000.00	0.00	4,018.20	0.00	26,981.80-	13
01-00-410-004	Commercial	41,768.92	1,240,000.00	38,291.21	650,700.56	0.00	589,299.44-	52
01-00-410-005	A/R Penalty	3,968.56	35,000.00	3,942.29	18,946.64	0.00	16,053.36-	54
01-00-415-001	Permits- Residential	200.00	5,000.00	200.00	3,175.00	0.00	1,825.00-	64
01-00-415-002	Permits - Commercial	100.00	35,000.00	0.00	200.00	0.00	34,800.00-	1
01-00-415-003	Permits - Merchantville	0.00	1,000.00	0.00	0.00	0.00	1,000.00-	0
01-00-420-001	Other Income	0.00	5,000.00	0.00	150.00	0.00	4,850.00-	3
01-00-420-002	Application and Inspection Fees	0.00	500.00	15.00	60.00	0.00	440.00-	12
01-00-420-004	JIF Insurance Premium Refund	0.00	12,000.00	0.00	0.00	0.00	12,000.00-	0
01-00-420-005	Int on Lend-a-Hand Accounts	24.55	500.00	51.83	73.67	0.00	426.33-	15
01-00-425-001	Interest from Operating Fund	201.48	1,000.00	287.16	1,009.67	0.00	9.67	101
01-00-425-002	Interest from Trustee Accounts	925.00	5,000.00	0.00	0.00	0.00	5,000.00-	0
	OPERATING REVENUES Revenue Total	47,728.67	4,217,000.00	42,761.74	3,275,506.98	0.00	941,493.02-	78

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
01-01-510-500	ADMINISTRATION SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0
01-01-510-501	ADMIN PSA Management	18,480.00	248,000.00	23,570.00	104,268.00	0.00	143,732.00	42
01-01-510-502	ADMIN Office Staff	18,409.00	275,000.00	26,542.25	116,781.78	0.00	158,218.22	42
01-01-510-503	ADMIN: Commissioners	1,250.00	15,000.00	1,250.00	6,250.00	0.00	8,750.00	42
01-01-510-600	ADMINISTRATION FRINGE BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00	0
01-01-510-601	ADMIN: PERS/Employers Liab1	0.00	93,000.00	0.00	91,631.50	0.00	1,368.50	99
01-01-510-602	ADMIN: FICA/SOCIAL SECURITY/MEDICARE	3,399.74	46,000.00	3,241.89	19,061.37	0.00	26,938.63	41
01-01-510-603	ADMIN: SUI/SDI/FLI	158.92	4,000.00	216.98	2,253.86	0.00	1,746.14	56
01-01-510-604	ADMIN: Hospital Benefits	400.25	75,000.00	7,307.50	40,100.28	0.00	34,899.72	53
01-01-510-605	ADMIN: Vision, Dental & RX	1,353.15	35,400.00	3,719.33	18,274.89	0.00	17,125.11	52
01-01-510-607	ADMIN: Sick/Vac Payback	5,694.00	65,000.00	0.00	27,220.00	0.00	37,780.00	42
01-01-510-700	ADMINISTRATION OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
01-01-510-721	ADMIN: Legal Fees	1,516.67	23,000.00	1,516.67	7,583.35	0.00	15,416.65	33
01-01-510-722	ADMIN: Audit	0.00	36,000.00	0.00	14,000.00	0.00	22,000.00	39
01-01-510-723	ADMIN: Other Professional Fees	212.50	12,000.00	587.50	1,182.50	0.00	10,817.50	10
01-01-510-736	ADMIN: Public Officials Liab.	0.00	6,500.00	3,074.18	6,148.36	0.00	351.64	95
01-01-510-750	ADMIN: Office Supplies & Expense	1,239.07	11,000.00	875.99	3,165.28	0.00	7,834.72	29

PENNSAUKEN SEWERAGE AUTHORITY  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
01-01-510-751	ADMIN: Postage	0.00	18,000.00	0.00	9,915.04	0.00	8,084.96	55
01-01-510-752	ADMIN: Advertising & Printing	0.00	12,000.00	0.00	376.42	0.00	11,623.58	3
01-01-510-753	ADMIN: Telephone	1,768.99	23,000.00	1,700.26	8,485.32	0.00	14,514.68	37
01-01-510-754	ADMIN: Miscellaneous Exp	0.00	5,000.00	0.00	94.06	0.00	4,905.94	2
01-01-510-755	ADMIN: Service Contracts	170.92	12,000.00	281.83	11,312.83	0.00	687.17	94
01-01-510-756	ADMIN: Equipment Rental	0.00	4,000.00	0.00	747.00	0.00	3,253.00	19
01-01-510-757	ADMIN: Building Utilities	1,687.35	35,000.00	1,009.58	6,653.84	0.00	28,346.16	19
01-01-510-758	ADMIN: Building Exp. & Repairs	1,000.49	15,000.00	2,797.96	5,731.94	0.00	9,268.06	38
01-01-510-759	ADMIN: Financial Exp	0.00	2,000.00	0.00	1,445.00	0.00	555.00	72
01-01-510-760	ADMIN: Bad Debt Exp	0.00	500.00	0.00	0.00	0.00	500.00	0
01-01-510-762	ADMIN: Education/Dues	993.24	6,000.00	177.99	3,478.59	0.00	2,521.41	58
01-01-510-763	ADMIN: Civic Involvement	0.00	182,500.00	0.00	32,500.00	0.00	150,000.00	18
01-02-520-500	COST OF SERVICE SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0
01-02-520-505	O&M: Union Salaries	69,737.65	960,000.00	75,820.34	370,393.28	0.00	589,606.72	39
01-02-520-506	O&M: Management Salaries	20,376.00	280,000.00	26,910.02	118,397.85	0.00	161,602.15	42
01-02-520-600	COST OF SERVICE FRINGE BENEFIT	0.00	0.00	0.00	0.00	0.00	0.00	0
01-02-520-601	O&M: PERS	0.00	93,000.00	0.00	92,697.62	0.00	302.38	100
01-02-520-602	O&M: FICA/SOCIAL SECURITY/MEDICARE	6,911.05	104,000.00	6,577.98	37,550.38	0.00	66,449.62	36
01-02-520-603	O&M: SUI/SDI/FLI	624.41	6,000.00	579.33	4,351.23	0.00	1,648.77	73
01-02-520-604	O&M: Hospitalization Benefits	184.40	335,000.00	27,088.76	152,796.01	0.00	182,203.99	46
01-02-520-605	O&M: Vision, Dental & RX	3,325.54	129,000.00	10,573.84	52,897.20	0.00	76,102.80	41
01-02-520-607	O&M: Sick/vac Payback	0.00	118,000.00	3,668.00	19,690.77	0.00	98,309.23	17
01-02-520-608	O&M: Uniform Exp.	0.00	8,000.00	0.00	1,767.90	0.00	6,232.10	22
01-02-520-700	COST OF SERVICE OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
01-02-520-711	O&M: Engineer Fees	79.49	25,000.00	0.00	1,831.64	0.00	23,168.36	7
01-02-520-731	O&M: General Liability/Auto Ins	0.00	27,000.00	12,511.92	25,023.85	0.00	1,976.15	93
01-02-520-732	O&M: Worker's Comp Insurance	0.00	53,000.00	22,174.60	44,349.21	0.00	8,650.79	84
01-02-520-733	O&M: Property	0.00	46,000.00	20,977.22	41,954.43	0.00	4,045.57	91
01-02-520-735	O&M: Fund Expense (JIF)	0.00	10,000.00	2,542.13	5,084.26	0.00	4,915.74	51
01-02-520-741	O&M: Uninsured Liabilities	0.00	10,000.00	424.82	424.82	0.00	9,575.18	4
01-02-520-755	O&M: Service Contracts	1,863.00	30,000.00	2,071.00	12,618.00	0.00	17,382.00	42
01-02-520-764	O&M: Station Utilities	11,094.29	215,000.00	11,131.44	47,458.78	0.00	167,541.22	22
01-02-520-765	O&M: Trash Removal	1,261.91	12,000.00	312.22	2,966.70	0.00	9,033.30	25
01-02-520-766	O&M: Oper & Maint Expense	1,781.71	31,000.00	1,547.03	8,804.77	0.00	22,195.23	28
01-02-520-767	O&M: Safety Expense	71.86	5,000.00	441.77	860.12	0.00	4,139.88	17
01-02-520-768	O&M: Landscaping	0.00	2,000.00	113.50	233.50	0.00	1,766.50	12
01-02-520-769	O&M: Vehicle & Repair Exp	196.52	30,000.00	8,967.10	21,827.47	0.00	8,172.53	73
01-02-520-770	O&M: Fuel/Tolls/Mileage Exp	23.00	50,000.00	149.07	4,198.42	0.00	45,801.58	8
01-02-520-771	O&M: Collection System Expense	4,439.90	60,000.00	2,012.70	8,767.12	0.00	51,232.88	15
01-02-520-772	O&M: Emergency Repairs	3,275.00	135,000.00	0.00	19,976.00	0.00	115,024.00	15

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
01-02-520-773	O&M: Emergency Station Repairs	0.00	125,000.00	1,195.97	1,195.97	0.00	123,804.03	1
01-02-520-774	O&M: Chemicals	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
01-02-520-775	O&M Permits & Licensing	50.00	3,000.00	178.00	1,178.00	0.00	1,822.00	39
	OPERATING FUND Expend Total	176,480.02	4,163,900.00	315,838.67	1,637,956.51	0.00	2,525,943.49	39

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expended	Total Available Revenues
01	OPERATING FUND	47,728.67	42,761.74	3,275,506.98	176,480.02	315,838.67	1,637,956.51	1,637,550.47

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expended	Total Available Revenues
	Final Total	47,728.67	42,761.74	3,275,506.98	176,480.02	315,838.67	1,637,956.51	1,637,550.47

## Superintendent's Report

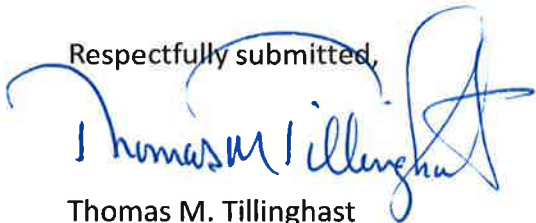
Meeting of June 21, 2016

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

In regular and preventative maintenance we flushed 50,685 feet of gravity sewer main. 793 feet was root cut and 7,287 feet was inspected using our CCTV equipment. We responded to 69 calls for service. The call breakdown is as follows:

Main Line stoppages:	3
Vent stoppages:	25
Station alarms:	18
Miscellaneous services:	23

Respectfully submitted,



Thomas M. Tillinghast  
Superintendent



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

Mr. Luthman had no report.

The Chairman asked for the Executive Director's report.

Mr. Bill Orth had no report and presented the following correspondence.

#1. Pennoni: Emergency Generator Replacement Proposal for two Pump Stations .....Dtd 6/16/16

As there were no items of personnel or litigation, Mr. Lutz requested a motion to adjourn. Mr. Archible moved for adjournment and Mr. Ellis seconded the motion. All Commissioners present signified their approval saying aye.

Respectfully submitted,



Bill Orth, Secretary



515 Grove Street  
Suite 18  
Haddon Heights, NJ 08035  
T: 856-547-0505  
F: 856-547-9174  
www.pennoni.com

June 16, 2016

PESA 1600

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

**RE: Emergency Generator Replacement  
Delair Pumping Station  
41<sup>st</sup> & Chestnut Street Pumping Station**

Dear Mr. Orth:

Pennoni Associates Inc. (Pennoni) is pleased to present this proposal to provide design and construction phase services for the emergency generator upgrade project at the above referenced facilities.

We have provided the following detailed scope of services.

#### **SCOPE OF WORK**

Pennsauken Sewerage Authority would like to replace their existing obsolete diesel generators with new generators. The project scope and loads were discussed in detail over site meetings and as reviewed with Authority Staff.

The project involves the design of an exterior emergency generator, and interior automatic transfer switch.

#### Design Phase Services

1. Provide an engineering opinion of the estimated construction cost of the electrical and structural elements of the project.
2. Conduct a site survey of the facility to document the existing electrical service and the existing loads required to be supported from the proposed generator. Identify appropriate location for the replacement automatic transfer switch.
3. Prepare general power demolition plans.
4. Perform calculations to verify appropriate generator size.
5. Provide Basis of Design for new NG powered generator using as much of the existing pad and conduit system as appropriate.
6. If desired, coordinate generator monitoring panel with external communications using existing communication means (telephone, cellular, etc.)
7. Provide single line diagrams showing both the demolition and new work required for the distribution.
8. Prepare a partial power site plan/floor plan drawing showing new electrical equipment locations.
9. Prepare gas piping plan from generator to property line, including pressure regulation and pipe size. This assumes the location of gas pipe at property line is known at the time of plan development.

10. Prepare a written specification for the generator and automatic transfer switch basis of design, including all required accessories. Wiring and conduit will be specified on drawings.
11. Attend one (1) design meeting with the Owner.
12. Issue a progress set of drawings and specifications at approximately 75% completion of Construction Documents for Owner review and comment.
13. Provide up to a total of six (6) sets of signed and sealed drawings for the purpose of obtaining construction permits through the NJ DCA or local authority having jurisdiction.
14. MEP design will be conducted in accordance with the current NJ Construction Codes and other applicable codes.

**Bid Phase Services**

15. Assistance during the bidding phase period shall include preparation of the project manual, attending one (1) pre-bid meeting, answering Bidder's questions relating to design documents, the preparation of addenda (as necessary), and recommendation for award.

**Construction Phase Services**

16. Review shop drawings and product submittals. A maximum of two (2) reviews per shop drawing is included. Our shop drawing review will be limited to determining general conformance with the information given and the design concepts expressed in the Contract Documents and are not for the purpose of determining the accuracy and completeness of dimensions and quantities.
17. Respond to written requests for information (RFI's) during construction.
18. Site visits - we will attend up to two (2) job site meetings/visits during the MEP construction phase of the project.
19. Perform and issue one (1) punch list – to be conducted at substantial completion upon notification from the Owner.
20. Review of Change Order requests or monthly progress payment requests from the contractor.

**FEE**

Design Phase Services.....	\$11,960
Bid Phase Services .....	\$3,640
<u>Construction Phase Services.....</u>	<u>\$4,940</u>
<b>Total: .....\$20,540</b>	

It should be noted that any work performed, but not included under our scope of services, shall be considered extra work and will be billed at our current hourly rates. Pennoni Associates Inc. will not initiate extra work without your written authorization.

Extraordinary expenses, authorized in advance and identifiable to the specific project will be billed in addition to the above stated fees.

#### **BILLING AND PAYMENT**

Our invoices will be prepared based on the percentage of work completed during the billing period and submitted for payment on a monthly basis.

#### **CONDITIONS AND INFORMATION REQUIRED**

1. Additional services must be authorized by the Client in writing and in advance of proceeding with the work.
2. A subsurface investigation report, test-boring logs, recommended foundation system, and design parameters are to be provided by a qualified Geotechnical Engineer (if necessary).

#### **ADDITIONAL SERVICES**

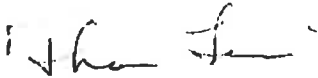
The following items are understood to either be the responsibility of others, or are items that are not covered under the scope of this proposal. Many of the items listed below represent work that PAI can address in a separate proposal if and when such work becomes necessary. In the event that any of the following additional service items become necessary during the term of the project, PAI can provide a separate quotation and schedule to address same.

- Upgrade of electrical service.
- Geotechnical services – Soils Testing.
- Permit application preparation and associated fees.
- Additional requested meetings or site visits exceeding those specified herein.
- Service and meter applications for new Natural Gas service and coordination of service to property line.
- Application, Installation, or coordination of any communication system.
- Preparation of as-built drawings.
- Design of excavation bracing or temporary bracing of the structure during construction.
- The design of extensive mechanical platforms, catwalks, or screen walls. This proposal includes structural design of supports for conventional pad mounted equipment only.
- The necessity to convert the equipment supports to a deep foundation system or non-conventional shallow foundations.
- Revisions caused by unforeseen adverse foundation conditions or other field conditions.
- Review and/or redesign due to fabrication or erection errors or other Contractor's errors.
- Design or review related to contractor's construction related equipment, e.g., cranes, hoists, dump truck or concrete truckloads, etc.
- The preparation of shop or fabrication drawings.
- Review and determination of fire-resistance requirements.
- Services resulting from revisions due to the enactment or revision of codes, laws, or regulations subsequent to commencing the preparation of documents.
- Special Inspections Services, Administration of and/or implementation of Special Inspection Programs as required by Building Codes.
- Meetings with government agencies, permit filing or application fees.

- Services required for the preparation of documents for alternate bids or for segregated contracts for phased or fast track construction.
- Construction management services
- Commissioning & Start-Up services

Sincerely,

**PENNONI ASSOCIATES INC.**



Thomas Leisse, PE, CME  
Authority Engineer

cc: R. Mellohusky

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