

The Chairman Mr. Lutz called the meeting of the Pennsauken Sewerage Authority to order at 4:15 p.m. on the above date with a salute to the flag. The meeting was held at the Pennsauken Sewerage Authority office, 1250 John Tipton Blvd., Pennsauken, NJ.

Mr. 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
- Mr. Thomas M. Tillinghast, Superintendent
- Mr. Marco DiBattista, Treasurer

Absent was:

- Mr. David A. Luthman, Solicitor

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 present signified their approval by saying aye.

The minutes of the meeting July 16, 2019 were presented for approval.

A motion was made by Mr. Ellis, 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\$286,882.95

Mr. Archible 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 Nos. 3249 and Balance Adjustment #'s 17601, 17643, 17645, 17647 and 17703 were presented.

AUGUST 20, 2019

PENNSAUKEN SEWERAGE AUTHORITY

MEETING FIGURE:

\$286,882.95

Range of Checking Accts: OPER MAN WIRE to OPERATING Range of Check Dates: 07/17/19 to 08/20/19
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					
1016	07/23/19	PAYROLL PAYROLL ACCOUNT	34,675.07	07/31/19	2287
1017	07/30/19	PAYROLL PAYROLL ACCOUNT	70,496.88	07/31/19	2289
1018	08/06/19	PAYROLL PAYROLL ACCOUNT	34,372.34		2291
1019	08/13/19	PAYROLL PAYROLL ACCOUNT	35,821.50		2293
1020	08/20/19	PAYROLL PAYROLL ACCOUNT	38,939.25		2295

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	5	0	214,305.04	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	<u>5</u>	<u>0</u>	<u>214,305.04</u>	<u>0.00</u>

OPERATING	OPERATING ACCOUNT	Amount Paid	Ref Num
28945	08/20/19 41530031 CORE TITLE	250.00	2297
28946	08/20/19 50012526 TRACIE FISHER	154.50	2297
28947	08/20/19 51126000 C.B.FLAHERTY	103.00	2297
28948	08/20/19 ABCON AB-CON EXTERMINATING INC.	30.00	2297
28949	08/20/19 ADVANCE ADVANCE AUTO PARTS	239.82	2297
28950	08/20/19 BELSITOR RICHARD J BELSITO	92.20	2297
28951	08/20/19 BEYER BEYER-BARBER COMPANY	4,000.00	2297
28952	08/20/19 BURLTIME BURLINGTON COUNTY TIMES	31.96	2297
28953	08/20/19 CANON CANON SOLUTIONS AMERICA, INC.	220.13	2297
28954	08/20/19 COMCAST COMCAST	332.58	2297
28955	08/20/19 COOPEREL COOPER ELECTRIC SUPPLY CO INC.	89.85	2297
28956	08/20/19 COURIER COURIER POST - DAILY JOURNAL	31.96	2297
28957	08/20/19 CUES CUES INC	900.00	2297
28958	08/20/19 CUMMINGS JAMES J. CUMMINGS, JR.	46.10	2297
28959	08/20/19 DELTA DELTA DENTAL OF NJ, INC.	4,442.02	2297
28960	08/20/19 DOYLE James J. Doyle	46.10	2297
28961	08/20/19 EVOQUA EVOQUA WATER TECHNOLOGIES LLC	1,810.00	2297
28962	08/20/19 GRAINGER GRAINGER	218.99	2297
28963	08/20/19 GROVE GROVE SUPPLY, INC.	420.66	2297
28964	08/20/19 HELMRICH HELMRICH TRANS SYSTEM, INC.	1,049.56	2297
28965	08/20/19 INGRAM WILLIAM INGRAM	46.10	2297
28966	08/20/19 JAYSTIRE JAY'S TIRE SERVICE LLC	25.00	2297
28967	08/20/19 JKRAMER JOSEPH KRAMER	46.10	2297
28968	08/20/19 KONE KONECRANES, INC.	795.00	2297
28969	08/20/19 LOUGHERY BERNADETTE A LOUGHERY	46.10	2297
28970	08/20/19 LUTHMAN DAVID A. LUTHMAN	1,516.67	2297
28971	08/20/19 MACANANY PATRICIA MACANANY	308.05	2297
28972	08/20/19 MCALLIST PRINCETON FUEL OIL	534.00	2297
28973	08/20/19 MOWER THE MOWER SHOP LLC	46.48	2297
28974	08/20/19 MPWC MPWC	1,950.00	2297
28975	08/20/19 NJAMERWA NEW JERSEY AMERICAN WTR CO INC	147.57	2297
28976	08/20/19 NJAW NEW JERSEY AMERICAN WATER CO	112.00	2297
28977	08/20/19 NJAWSTA NEW JERSEY AMERICAN WATER	87.06	2297
28978	08/20/19 OCC ONE CALL CONCEPTS, INC.	327.76	2297
28979	08/20/19 ORTH WILLIAM ORTH	159.34	2297
28980	08/20/19 PDOYLE PATRICK J. DOYLE	46.10	2297
28981	08/20/19 PETTY PETTY CASH	105.27	2297

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
OPERATING		OPERATING ACCOUNT	Continued		
28982	08/20/19	PROCONEX PROCONEX	2,465.00		2297
28983	08/20/19	R ORTH ORTH, REGINA	46.10		2297
28984	08/20/19	REPUBLIC REPUBLIC SERVICES OF NJ, LLC	222.30		2297
28985	08/20/19	RINGRAM RICHARD INGRAM	46.10		2297
28986	08/20/19	SAR SAR AUTOMOTIVE EQUIPMENT	23,392.00		2297
28987	08/20/19	SCHWER SCHWERING HARDWARE, INC.	126.13		2297
28988	08/20/19	SPECIAL SPECIALTY GRAPHICS LLC	5,800.00		2297
28989	08/20/19	STEWART STEWART BUSINESS SYSTEMS	70.85		2297
28990	08/20/19	SYSTEM4 SYSTEM 4	312.00		2297
28991	08/20/19	TM T & M ASSOCIATES	5,639.73		2297
28992	08/20/19	TWPENN TOWNSHIP OF PENNSAUKEN	6,707.17		2297
28993	08/20/19	UNIFIRST UNIFIRST FIRST AID CORP	154.86		2297
28994	08/20/19	UNITED UNITED REFRIGERATION, INC.	496.41		2297
28995	08/20/19	UNUM UNUM LIFE INSUR CO OF AMERICA	1,368.30		2297
28996	08/20/19	USPOST UNITED STATES POSTAL SERVICE	2,000.00		2297
28997	08/20/19	VALLETT RICHARD B. VALLETT, JR.	125.00		2297
28998	08/20/19	VERIZOFF VERIZON	1,239.27		2297
28999	08/20/19	VERIZON VERIZON WIRELESS	685.48		2297
29000	08/20/19	WBMASON W.B. MASON CO., INC.	873.18		2297

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	56	0	72,577.91	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	56	0	72,577.91	0.00

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	61	0	286,882.95	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	61	0	286,882.95	0.00

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

See Journals Attached

The Chairman moved to Old Business.

No Old Business

The Chairman moved to New Business.

- A. Resolution No. 19-32 Authorizing Engineering Services by T&M Associates in Connection with Replacement of Pumps, Pump Motors and Pump Controls at Seven Wastewater Pump Stations

A motion was made by Mr. Schofield to approve the Resolution. Mr. Archible seconded it. On roll call all Commissioners present voted yes for approval.

See Resolution No. 19-32

- B. Authorizing Engineer to prepare and advertise bids specs for Pump Station 7 (King & Mansion) Improvements & Force Main Extension

A motion was made by Mr. Schofield to authorize the engineer's preparation and advertisement of bid specs. Mr. Archible seconded it. On roll call all Commissioners present voted yes for approval.

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

See Treasurer's Report

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

See Superintendent's Report

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 had nothing additional from the Solicitor, Mr. David Luthman, as he was on vacation and not present.

July 17, 2019
03:33 PM

PENNSAUKEN SEWERAGE AUTHORITY
Utility Bill Adjustment Batch Update Report

Page No: 1

Batch: CINDY	Updated Billings:	4 Flat:	51.50-	Exc:	0.00	Ref Num:	3249
	Updated Deductions:	0 Flat:	0.00	Exc:	0.00		
	Total Entries:	4 Flat:	51.50-	Exc:	0.00	Total Updated:	51.50-

July 17, 2019
03:32 PM

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

Page No: 1

Batch Id: CINDY

Account Id	Service	Code	Type	Yr	Prd	Flat	Excess	Total	Descript	Prorate	Flag	Date	Seq
50001058-0	Sewer	S10	B	19	3	51.50-	0.00	51.50-	CHG TO S11, SR RATE	N		07/17/19	1
PANZONE, LAWRENCE													
50001058-0	Sewer	S11	B	19	3	25.75	0.00	25.75	CHG TO S11, SR RATE	N		07/17/19	2
PANZONE, LAWRENCE													
50001058-0	Sewer	S10	B	19	4	51.50-	0.00	51.50-	CHG TO S11, SR RATE	N		07/17/19	3
PANZONE, LAWRENCE													
50001058-0	Sewer	S11	B	19	4	25.75	0.00	25.75	CHG TO S11, SR RATE	N		07/17/19	4
PANZONE, LAWRENCE													

August 1, 2019
09:54 AM

PENNSAUKEN SEWERAGE AUTHORITY
Utility Balance Adjustment Batch Update Report

Page No: 1

Batch: CINDY Updated Entries: 3 Updated Principal: 302.68- Updated Penalty: 0.00 Ref Num: 17601

August 1, 2019
09:53 AM

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

Page No: 1

Batch Id: CINDY

Account Id Name	Service	Adj Code	Bill Code	Yr Prd Transaction Type	Principal	Penalty	Total	Descript	Date	Seq
51126000-0 FEDERAL NAT'L MTG ASSN - DISC 13287	Sewer	105		19 2 Balance Adjustment	103.00-	0.00	103.00-	DISCONNECT 6/5/19	08/01/19	1
51126000-0 FEDERAL NAT'L MTG ASSN - DISC 13287	Sewer	105		19 3 Balance Adjustment	96.68-	0.00	96.68-	DISCONNECT 6/5/19	08/01/19	2
51126000-0 FEDERAL NAT'L MTG ASSN - DISC 13287	Sewer	105		19 4 Balance Adjustment	103.00-	0.00	103.00-	DISCONNECT 6/5/19	08/01/19	3

August 7, 2019
08:48 AM

PENNSAUKEN SEWERAGE AUTHORITY
Utility Balance Adjustment Batch Update Report

Page No: 1

Batch: CINDY Updated Entries: 1 Updated Principal: 0.00 Updated Penalty: 0.77- Ref Num: 17643

August 7, 2019
08:47 AM

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

Page No: 1

Batch Id: CINDY

Account Id Name	Service	Adj Code	Bill Code	Yr Prd	Principal	Penalty	Total	Descript	Date	Seq
10736000-0 BURGIN, MARILYN	Sewer	103		19 1	0.00	0.77-	0.77-	REMOVE PENALTY	08/07/19	1

August 7, 2019
09:31 AM

PENNSAUKEN SEWERAGE AUTHORITY
Utility Balance Adjustment Batch Update Report

Page No: 1

Batch: CINDY Updated Entries: 2 Updated Principal: 0.00 Updated Penalty: 3.85- Ref Num: 17645

August 7, 2019
09:31 AM

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

Page No: 1

Batch Id: CINDY

Account Id	Service	Adj Code	Bill Code	Yr Prd	Principal	Penalty	Total	Descript	Date	Seq
10739000-0	Sewer	103		19 1	0.00	3.08-	3.08-	REMOVE PENALTY	08/07/19	1
BURGIN, MIRIAM				Balance Adjustment						
10739000-0	Sewer	103		19 2	0.00	0.77-	0.77-	REMOVE PENALTY	08/07/19	2
BURGIN, MIRIAM				Balance Adjustment						

August 7, 2019
11:11 AM

PENNSAUKEN SEWERAGE AUTHORITY
Utility Balance Adjustment Batch Update Report

Page No: 1

Batch: CINDY Updated Entries: 2 Updated Principal: 103.00- Updated Penalty: 0.00 Ref Num: 17647

August 7, 2019
11:10 AM

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

Page No: 1

Batch Id: CINDY

Account Id Name	Service	Adj Code	Bill Code Transaction	Yr Prd Type	Principal	Penalty	Total	Descript	Date	Seq
40185001-0 RAGIN, ARETHA	Sewer	105		19 3 Balance Adjustment	51.50-	0.00	51.50-	DISCONNECT 13299	08/07/19	1
40185001-0 RAGIN, ARETHA	Sewer	105		19 4 Balance Adjustment	51.50-	0.00	51.50-	DISCONNECT 13299	08/07/19	2

August 19, 2019
02:07 PM

PENNSAUKEN SEWERAGE AUTHORITY
Utility Balance Adjustment Batch Update Report

Page No: 1

Batch: CINDY Updated Entries: 1 Updated Principal: 0.00 Updated Penalty: 0.77- Ref Num: 17703

August 19, 2019
02:07 PM

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

Page No: 1

Batch Id: CINDY

Account Id Name	Service	Adj Code	Bill Code	Yr Prd Transaction Type	Principal	Penalty	Total	Descript	Date	Seq
61137305-0 NICGORSKI, WALT	Sewer	105		19 1 Balance Adjustment	0.00	0.77-	0.77-	REMOVE PENALTIES	08/19/19	1

**RESOLUTION OF THE PENNSAUKEN SEWERAGE AUTHORITY
AUTHORIZING ENGINEERING SERVICES BY T&M ASSOCIATES
IN CONNECTION WITH REPLACEMENT OF PUMPS, PUMP MOTORS
AND PUMP CONTROLS AT SEVEN WASTEWATER PUMP STATIONS**


WHEREAS, the Pennsauken Sewerage Authority (“PSA”) having met in Regular Session on August 20, 2019; and

WHEREAS, the PSA has previously selected T&M Associates (“T&M”) through a fair and open process pursuant to *N.J.S.A. 19-44A-20.4, et seq.*, to provide professional engineering services; and

WHEREAS, PSA is preparing to replace pumps, pump motors and pump controls at seven (7) of its wastewater pump stations, which work will require professional engineering services to include preliminary engineering, development of contract plans and specifications, bidding assistance, contract award recommendations and construction administration services, all as set forth in more detail in a letter to PSA from T&M dated July 26, 2019; and

WHEREAS, T&M having provided a “not to exceed” estimate of the cost of such services in the amount of Two Hundred and Thirty-six Thousand One Hundred Dollars (\$236,100.00).

NOW, THEREFORE, BE IT RESOLVED, that the Pennsauken Sewerage Authority authorizes T&M Associates to provide such professional engineering services as set forth above for a sum not to exceed Two Hundred and Thirty-six Thousand One Hundred Dollars (\$236,100.00).


Bill Orth, Secretary

ROLL CALL:

Mr. Oren Lutz – Yes
Mr. Gregory Schofield – Yes
Mr. Dennis Archibald – Yes
Mr. Timothy Ellis – Yes
Mr. James Pennestri – Yes

ADOPTED: August 20, 2019

PENNSAUKEN SEWERAGE AUTHORITY
REVENUES-JANUARY 1, 2019 - DECEMBER 31, 2019
FOR MONTH OF JULY

<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	2,700,000.00	\$ 181,685.14	\$ 1,943,161.30	\$ 29,739.00	\$ 2,651,887.07
4004 COMMERCIAL	1,265,000.00	\$ 119,395.42	\$ 1,022,445.52	\$ 283,455.15	\$ 1,103,395.54
4005 PENALTY	40,000.00	\$ 6,560.77	\$ 27,047.28	\$ 2,787.40	\$ 22,880.21
4002 MERCH	205,000.00	\$ 102,539.11	\$ 102,539.11	\$ 102,539.11	\$ 102,539.11
4003 C/H	32,000.00		\$ 4,032.36	\$ 26,867.76	\$ 30,900.12
4012 OTHER INCOME	3,000.00		\$ -		\$ -
4013 INVEST INT	3,000.00	\$ 875.01	\$ 4,872.92		\$ 4,872.92
4014 TRUSTEE INT	15,000.00	\$ 333.50	\$ 5,504.86		\$ 5,504.86
4016 PERMITS (RES)	5,000.00	\$ 46,570.50	\$ 50,275.50		\$ 50,275.50
4019 PERMITS (COMM)	80,000.00	\$ 9,118.00	\$ 106,439.13		\$ 106,439.13
4021-PERMITS (MERCH)	1,000.00		\$ -		\$ -
4020-JIF INS PREMIUM	12,000.00		\$ -		\$ -
4017-18- FILING-INSP.	\$500.00	\$30.00	\$ 45.00		\$ 60.00
4050 INT./NOTES PAY.	-		0.00		\$ -
Anticipated Balance	-				
TOTALS	4,361,500.00	467,107.45	3,266,362.98	445,388.42	4,078,754.46
		BUDGET	MTD	YTD	REMARKS
ASSETS/CAPITAL		\$ 230,000.00	\$ 8,958.25	\$ 39,574.08	

<u>CASH BALANCES</u>	<u>AMOUNT</u>
GENERAL CHECKING	\$1,992,797.81
PAYROLL	\$203.84
REVENUE	\$ 46,945.09
DEBT. SERVICE	\$ -
DEBT. SERV. RESERVE	\$ 56,233.20
R & R	\$ 262,547.66
GENERAL	\$ 262,419.39

Investments under Trustee Accounts:

53,339.52 CD with 1st Colonial Bank @ 2.0% - MATURES 01/23/21
183,789.69 CD with 1st Colonial Bank @ 1.50% - MATURES 12/24/19
78,371.93 CD with 1st Colonial Bank @ 2.0% - Matures 4/29/21
105,062.91 CD with 1st Colonial Bank @ 2% - Matures 4/29/2021
207,581.29 Money Market

Principal lend-a-hand balances as of July 31, 2019:

\$ 4,649.57

D. Brittin

\$4,649.57

Revenue Account Range: 01-00-410-000 to 01-00-430-001 Include Non-Anticipated: Yes Year To Date As of: 07/31/19
 Expend Account Range: 01-01-510-501 to 01-03-600-002 Include Non-Budget: Yes Current Period: 07/01/19 to 07/31/19
 Print Zero YTD Activity: No OPERATING REVENUES Revenue Total

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
01-00-410-001	Residential	30,304.00	2,700,000.00	29,739.00	2,651,887.07	0.00	48,112.93-	98
01-00-410-002	Merchantville	0.00	205,000.00	102,539.11	102,539.11	0.00	102,460.89-	50
01-00-410-003	Cherry Hill	27,750.96	32,000.00	26,867.76	30,900.12	0.00	1,099.88-	97
01-00-410-004	Commercial	272,402.71	1,265,000.00	283,455.15	1,103,395.54	0.00	161,604.46-	87
01-00-410-005	A/R Penalty	2,365.37	40,000.00	2,787.40	22,880.21	0.00	17,119.79-	57
01-00-415-001	Permits- Residential	400.00	5,000.00	46,570.50	50,275.50	0.00	45,275.50	***
01-00-415-002	Permits - Commercial	0.00	80,000.00	9,118.00	106,439.13	0.00	26,439.13	133
01-00-415-003	Permits - Merchantville	0.00	1,000.00	0.00	0.00	0.00	1,000.00-	0
01-00-420-001	Other Income	0.00	3,000.00	0.00	0.00	0.00	3,000.00-	0
01-00-420-002	Application and Inspection Fees	0.00	500.00	30.00	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	0.16	0.00	0.00	0.00	0.00	0.00	0
01-00-425-001	Interest from Operating Fund	562.68	3,000.00	875.01	4,872.92	0.00	1,872.92	162
01-00-425-002	Interest from Trustee Accounts	295.40	15,000.00	333.50	5,504.86	0.00	9,495.14-	37
	OPERATING REVENUES Revenue Total	334,081.28	4,361,500.00	502,315.43	4,078,754.46	0.00	282,745.54-	94
01-01-510-501	ADMIN PSA Management	24,486.00	265,000.00	19,952.00	149,640.00	0.00	115,360.00	56
01-01-510-502	ADMIN Office Staff	26,099.21	280,000.00	18,561.60	153,603.50	0.00	126,396.50	55
01-01-510-503	ADMIN: Commissioners	1,500.00	18,000.00	1,500.00	10,500.00	0.00	7,500.00	58
01-01-510-600	ADMINISTRATION FRINGE BENEFITTS	0.00	0.00	0.00	0.00	0.00	0.00	0
01-01-510-601	ADMIN: PERS/Employers Liabil	0.00	118,000.00	0.00	105,383.00	0.00	12,617.00	89
01-01-510-602	ADMIN: FICA/SOCIAL SECURITY/MEDICARE	4,217.95	50,000.00	3,783.03	26,224.51	0.00	23,775.49	52
01-01-510-603	ADMIN: SUI/SDI/FLI	315.85	4,000.00	191.13	2,889.61	0.00	1,110.39	72
01-01-510-604	ADMIN: Hospital Benefits	10,376.15	145,000.00	17,140.61	75,496.37	0.00	69,503.63	52
01-01-510-605	ADMIN: Vision, Dental & Rx	3,809.71	58,500.00	4,583.56	27,616.69	0.00	30,883.31	47
01-01-510-607	ADMIN: Sick/Vac Payback	1,998.00	65,000.00	0.00	32,664.00	0.00	32,336.00	50
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	20,000.00	1,516.67	10,616.69	0.00	9,383.31	53
01-01-510-722	ADMIN: Audit	0.00	37,000.00	0.00	35,000.00	0.00	2,000.00	95
01-01-510-723	ADMIN: Other Professional Fees	0.00	20,000.00	0.00	4,837.50	0.00	15,162.50	24
01-01-510-736	ADMIN: Public Officials Liab.	0.00	8,400.00	0.00	8,141.00	0.00	259.00	97
01-01-510-750	ADMIN: Office Supplies & Expense	0.00	15,000.00	406.62	4,820.75	0.00	10,179.25	32
01-01-510-751	ADMIN: Postage	0.00	7,000.00	0.00	4,780.63	0.00	2,219.37	68

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
01-01-510-752	ADMTN: Advertising & Printing	3,894.18	15,000.00	0.00	308.60	0.00	14,691.40	2
01-01-510-753	ADMTN: Telephone	1,191.29	20,000.00	1,508.92	10,951.16	0.00	9,048.84	55
01-01-510-754	ADMTN: Miscellaneous Exp	0.00	3,000.00	0.00	2,017.26	0.00	982.74	67
01-01-510-755	ADMTN: Service Contracts	745.64	15,000.00	296.71	13,619.81	0.00	1,380.19	91
01-01-510-756	ADMTN: Equipment Rental	0.00	3,500.00	0.00	1,494.00	0.00	2,006.00	43
01-01-510-757	ADMTN: Building Utilities	1,259.05	25,000.00	1,360.73	12,390.87	0.00	12,609.13	50
01-01-510-758	ADMTN: Building Exp. & Repairs	361.99	15,000.00	441.99	5,056.30	0.00	9,943.70	34
01-01-510-759	ADMTN: Financial Exp	0.00	2,000.00	1,250.00	1,595.00	0.00	405.00	80
01-01-510-760	ADMTN: Bad Debt Exp	0.00	500.00	0.00	0.00	0.00	500.00	0
01-01-510-762	ADMTN: Education/Dues	3,935.50	8,000.00	0.00	7,094.87	0.00	905.13	89
01-01-510-763	ADMTN: 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	89,895.55	1,040,000.00	75,631.89	566,617.58	0.00	473,382.42	54
01-02-520-506	O&M: Management Salaries	19,000.00	202,000.00	15,504.00	116,280.00	0.00	85,720.00	58
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	118,000.00	0.00	105,383.00	0.00	12,617.00	89
01-02-520-602	O&M: FICA/SOCIAL SECURITY/MEDICARE	8,471.54	103,000.00	8,416.25	50,623.48	0.00	52,376.52	49
01-02-520-603	O&M: SUI/SOI/FLI	241.02	6,000.00	32.84	5,625.22	0.00	374.78	94
01-02-520-604	O&M: Hospitalization Benefits	21,753.35	345,000.00	44,339.24	173,841.48	0.00	171,158.52	50
01-02-520-605	O&M: Vision, Dental & Rx	8,523.76	141,500.00	12,420.78	67,146.55	0.00	74,353.45	47
01-02-520-607	O&M: Sick/vac Payback	1,336.00	102,000.00	1,386.00	10,246.00	0.00	91,754.00	10
01-02-520-608	O&M: Uniform Exp.	150.00	8,000.00	5,800.00	7,872.14	0.00	127.86	98
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	16,047.67	40,000.00	4,689.83	16,181.08	0.00	23,818.92	40
01-02-520-731	O&M: General Liability/Auto Ins	0.00	27,500.00	0.00	22,128.00	0.00	5,372.00	80
01-02-520-732	O&M: Worker's Comp Insurance	0.00	53,000.00	0.00	44,263.00	0.00	8,737.00	84
01-02-520-733	O&M: Property/Insurance	0.00	46,500.00	0.00	46,939.00	0.00	439.00-	101
01-02-520-735	O&M: Fund Expense (JIF)	0.00	10,000.00	0.00	4,462.00	0.00	5,538.00	45
01-02-520-741	O&M: Uninsured Liabilities	0.00	10,000.00	0.00	0.00	0.00	10,000.00	0
01-02-520-755	O&M: Service Contracts	0.00	30,000.00	1,810.00	11,410.00	0.00	18,590.00	38
01-02-520-764	O&M: Station utilities	16,920.78	175,000.00	12,484.71	87,371.67	0.00	87,628.33	50
01-02-520-765	O&M: Trash Removal	188.38	10,000.00	425.05	2,801.55	0.00	7,198.45	28
01-02-520-766	O&M: Oper & Maint Expense	4,745.65	31,000.00	1,751.00	14,586.61	0.00	16,413.39	47
01-02-520-767	O&M: Safety Expense	0.00	3,000.00	0.00	420.31	0.00	2,579.69	14
01-02-520-768	O&M: Landscaping	0.00	3,000.00	0.00	296.86	0.00	2,703.14	10
01-02-520-769	O&M: Vehicle & Repair Exp	635.53	20,000.00	2,260.78	11,955.84	0.00	8,044.16	60
01-02-520-770	O&M: Fuel/Tolls/Mileage Exp	1,919.77	30,000.00	6,707.17	12,247.06	0.00	17,752.94	41
01-02-520-771	O&M: Collection System Expense	446.48	60,400.00	3,105.51	25,017.36	0.00	35,382.64	41
01-02-520-772	O&M: Emergency Repairs	13,060.00	140,000.00	96,327.00	136,331.00	0.00	3,669.00	97
01-02-520-773	O&M: Emergency Station Repairs	0.00	143,000.00	0.00	18,201.88	0.00	124,798.12	13

PENNSAUKEN SEWERAGE AUTHORITY
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
01-02-520-774	O&M: Chemicals	0.00	5,725.00	0.00	0.00	0.00	5,725.00	0
01-02-520-775	O&M Permits & Licensing	0.00	6,000.00	0.00	841.00	0.00	5,159.00	14
01-03-600-001	Bond Debt (Principal)	0.00	45,550.00	0.00	11,847.45	0.00	33,702.55	26
01-03-600-002	Bond Debt (Interest)	0.00	5,925.00	0.00	2,860.00	0.00	3,065.00	48
	OPERATING FUND Expend Total	289,042.67	4,361,500.00	365,585.62	2,313,039.24	0.00	2,048,460.76	53

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expended	Total Available Revenues
01	OPERATING FUND	334,081.28	502,315.43	4,078,754.46	289,042.67	365,585.62	2,313,039.24	1,765,715.22

Superintendent's Report

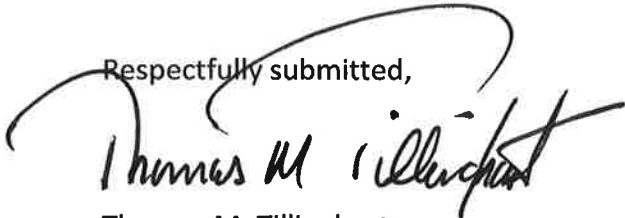
Meeting of August 20, 2019

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

In regular and preventative maintenance we flushed 39,923 feet of gravity sewer main. 236 feet was root cut and 12,988 feet was inspected using our CCTV equipment. We responded to 36 calls for service. The call breakdown is as follows:

Main Line stoppages:	1
Vent stoppages:	4
Station alarms:	11
Miscellaneous services:	20

Respectfully submitted,



Thomas M. Tillinghast
Superintendent

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

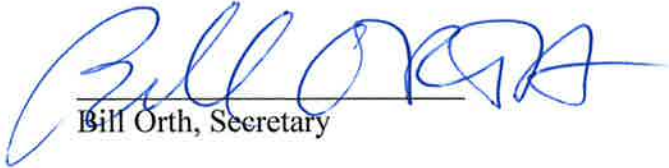
Mr. Orth had nothing further to report.

Correspondence:

- 1. T&M letter setting forth Proposal for Pump Station Upgrades7/26/19
- 2. T&M Monthly Progress Report8/12/19

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

Respectfully submitted,



Bill Orth, Secretary



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July 26, 2019

PNSA-16002

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

RE: [Proposal for Professional Services](#)
[Pennsauken Sewerage Authority](#)
[Pump Station Upgrades](#)

Dear Mr. Orth:

T&M Associates (T&M) is pleased to present this proposal to the Pennsauken Sewerage Authority (Authority) for professional engineering services to replace the pumps, pump motors and pump controls at the following seven (7) Wastewater Pump Stations.

PS#1 Delair - 7923 Stow Rd
PS#5 Bonaire - 8979 Baily Ave
PS#6 Frosthoffer - 4430 Frosthoffer Ave
PS#8 Airport - 7915 Airport Highway
PS#10 Teitleman - 7310 S. Crescent Blvd
PS#12 41st & Chestnut - 2548 41st
PS#14 43rd & High - 1885 43rd St

The project also includes the replacement of the existing Supervisory Control and Data Acquisition (SCADA) systems in all 17 of the Authority's pump stations.

[PROJECT UNDERSTANDING/PROJECT APPROACH](#)

The Pennsauken Sewerage Authority has requested a proposal from T&M to evaluate 7 of their 17 pump stations for long term updates and repairs. The pump stations have adequate capacity and we are to assume that no increases to capacity are required. Six (6) of the 7 stations currently have vertical shaft-driven centrifugal pumps which will be replaced with dry-pit centrifugal pumps with new pump controls and motors. The submersible waste water pumps at the seventh pump station will be an in-kind replacement with new submersible pumps, pump controls and motors. The Pump Houses are structurally-sound and we are to assume no work is required at this time. The electrical systems are to be inspected and required upgrades are to be incorporated into the project.

A Supervisory Control and Data Acquisition (SCADA) system is to be installed at all 17 of the Authority's pump stations. This system will replace remote signaling and alarm systems currently installed in each of the stations. The Authority has selected Mission Communications as their new SCADA system. T&M is familiar with Mission and has utilized their equipment and services on a number of projects.

The Mission Communication system utilizes Remote Terminal Units (RTUs) to collect alarms similar to the Verbatim system currently installed at the pump stations but is also capable of real-time



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Pump Station Upgrades
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status indication as well as collection and transmission of analog signals such as flow rate and wet well level.

Unlike the Verbatim system which uses telephone lines to transmit alarms, the Mission Communication system uses cellular radio. Alarms are transmitted via phone call or text message. Status indications and analogs are posted to a secure web site that can be viewed from any device that accesses the Internet.

Our initial assumption is that the Authority wishes to continue monitoring the existing alarm points, add pump run status, flow rate at all stations with flowmeters, and wet well level at all stations with analog level sensors (bubbler or transducer). A table of these monitoring points will be prepared as part of the evaluation study for review by the Authority.

In order to achieve the Authority's objectives, we proposed the following scope of services.

SCOPE OF SERVICES

TASK 1 PRELIMINARY ENGINEERING

The preliminary engineering task shall include the following:

1. Obtain and review plans of pump stations and other documentation from Authority. Based on our preliminary review of the documentation provided to date, only pump stations PS#5, PS#6, PS#10 include plans of piping and electrical systems in sufficient detail to develop the base plan drawings for the pump station improvements. Therefore, this task includes the effort for T&M to develop as-built plans for the remaining four (4) pump stations. In preparation for the pump station site visits, T&M will complete the AutoCAD base plan drawings for all 7 pump stations.
2. Visit sites to confirm and obtain additional information about existing systems.
3. Attend meetings with Authority and prospective suppliers to ensure equipment details are known.
4. Gather field data to develop system curve. Plot against pump curves to determine suitability of operating point.
5. Verify power equipment sizing.
6. Prepare Summary report of evaluation with recommendations and cost estimates.
7. Meet with Authority for review and adjudication of comments.

TASK 2 CONTRACT PLANS AND SPECIFICATIONS

T&M will utilize the base map drawings completed in Task 1 for each of the pump stations to develop



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a concept plan, which will become part of the contract construction plans and use this as the basis of design. We will prepare the AutoCAD floor plan, interior and exterior wall sections, piping and electrical systems in sufficient detail for the design of the replacement pumps and motors, pump controls and SCADA systems, which accompany the project technical specifications and front-end bid documents. Drawings shall be prepared in the latest version of AutoCAD and technical specifications for construction will be prepared in Construction Specification Institute (CSI) format.

T&M will submit the completed contract plans and specifications to the Authority for review and attend a review meeting to discuss the plans and specifications with the Authority to gather comments. Based on the feedback we receive at the review meeting, we will address any comments by updating the plans for final submission to the Authority.

We will also provide a statement of probable construction costs based on the final design for Authority review.

TASK 3 BIDDING ASSISTANCE / CONTRACT AWARD RECOMMENDATION

The Bidding Phase involves the following tasks:

1. Upon receipt of comments from the Authority, T&M will finalize the plans and specifications.
2. T&M will print and distribute the contract documents, which will include final plans and specifications, to prospective Contractors.
3. T&M will answer questions that arise during the bidding phase of the project, either from the Authority or prospective bidders.
4. T&M will assist with the receipt of bids and also assist the Authority with the evaluation of the bid documents, including the value of the bids, insurance certificates, bonding, etc. A detailed bid tabulation sheet will be prepared which will assist in evaluation of the bids.
5. Subject to verification of the bids, T&M will make a recommendation for award to the Authority.
6. T&M will prepare the Contracts between the Contractor and Authority and coordinate the signing of the contracts.

TASK 4 CONSTRUCTION ADMINISTRATION SERVICES

T&M will provide a qualified representative to periodically visit the site to generally observe the progress of the work with additional support services from our office staff. In addition, the Project Manager will coordinate with the Authority and General Contractor. Our representative will be responsible to observe the work to determine if it is generally installed in accordance with the contract documents and standard construction practices. The assigned personnel will have experience related to similar projects and will possess the communication and coordination skills



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required to carry out the responsibilities of construction administration.

The specific scope of services includes the following:

1. T&M representative will provide part-time construction observation and administration services to determine general conformance to the contract documents for approximately twelve (12) hours per week during the construction period of 365 calendar days.
2. T&M Project Manager will assist in conducting the Pre-Construction Meeting plus bi-weekly progress meetings during the construction. Prepare job reports indicating weather, equipment, personnel and work accomplished on the project. Reports will be furnished to the Authority upon request.
3. Review and coordinate submittals including Contractors schedule, shop drawings, product data and samples and material certifications for conformance with contract documents.
4. Respond to contract document interpretation requests and other requests for information from the Contractor and assist in resolution of questions and/or disputes.
5. Review Contractors monthly estimates of work performed (12 total), and invoices submitted for payment and make recommendations to the Authority for payment. Prepare monthly estimates of payment to the Contractor.
6. Review for acceptance final as-built construction drawings and O&M manuals as prepared by the Contractor.
7. Perform final site visit. Prepare and administer corrective action lists and prepare final closeout documents including Final Payment Certificate and Change Order.
8. Review and issue written recommendation to the Authority following receipt of a written claim or dispute from Contractor.

DELIVERABLES

The following items are deliverables under the Scope of Services:

1. Twelve (12) sets of the bidding documents including plans and specifications.
2. Statement of Probable Construction Costs.

EXCEPTIONS/ASSUMPTIONS

- The scope of engineering services provided in this proposal is limited to the replacement of the pumps, pump motors and pump controls at each of the 7



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wastewater pump stations, in addition to the replacement of the SCADA systems at all 17 of the Authority's stations. If additional work, outside of the described Scope of Services of this proposal is requested by the Authority, T&M will provide a separate proposal for those services.

- Permit fees to regulatory agencies are not part of this proposal.
- We have assumed for the purposes of this proposal that the existing electrical supply is adequate for the related pump station improvements.

SCHEDULE

T&M proposes to complete Task 1 within three (3) weeks of authorization to proceed followed by the completion of the Task 2 work within four (4) weeks.

FEE SUMMARY

All professional services described in the Scope of Services will be completed on a time and materials not to exceed fee of \$236,100.00 based on the following breakdown of services. Additional services will not be performed without prior written authorization from your office.

TASK 1 - Preliminary Engineering	\$68,500.00
TASK 2 - Contract Plans and Specifications	\$61,300.00
TASK 3 - Bidding Assistance and Contract Award	\$3,800.00
TASK 4 - Construction Administration	<u>\$102,500.00</u>
TOTAL	\$236,100.00

Thank you for the opportunity to submit this proposal. We look forward to working with you on this project. Should you have any questions or require any additional information relative to the above, please do not hesitate to call.

Very truly yours,

T&M ASSOCIATES

Edwin J. Steck, PE, CME
Senior Vice President

Cc: Thomas M. Tillinghast, PSA (*via email*)
Marco DiBattista, PSA (*via email*)
Alan Gudis, PSA (*via email*)

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YOUR GOALS. OUR MISSION.

August 12, 2019

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

Re: Monthly Progress Report – July 2019

INFRASTRUCTURE IMPROVEMENT PROJECTS

King Avenue Pump Station Force Main Extension (PNSA00115)

A PSE&G representative visited the King Avenue Pump Station site on August 1st to obtain site information for the installation of gas service for the proposed replacement generator. Subsequently, PSE&G provided a price quotation on August 2nd to install a 2-inch diameter gas service from the main to the generator at a cost of \$3,837.89. T&M has finalized the draft bid documents incorporating the pump station upgrades and generator replacement. Copies of the draft documents were provided to the Authority for review on August 12th. Pending the receipt of review comments, T&M will prepare the TWA permit application for submission to the NJDEP before August 30th.

Pump Station Improvement Projects

T&M submitted a proposal on July 26th for the preparation of contract bid documents to address improvements required at seven (7) of the Authority's wastewater pump stations, and also to replace existing land-line based pump station monitoring systems at all of the Authority's 17 wastewater pump stations with a wireless monitoring system. On July 29th, T&M was informed that the proposal has been accepted and that formal approval will be given at the Authority's August 20th meeting. T&M has begun work on the preparation of the base plan drawings for each wastewater pump station. Site visits to each pump station will be scheduled to complete the Task 1 work within the next two (2) week period. At the completion of the site visits, a probable cost of the improvements to each pump station will be prepared and presented to the Authority along with a written report.

SEWER CONNECTION APPLICATIONS

Haddon Point Phase 1 (PNSAR0070 / PNSAI0070)

No Change - All sanitary sewer mains have been installed and were tested on September 19 and 20, 2018.



	Amount	Paid to Date
Application Fee	\$15.00	\$15.00
Escrow Fee	\$2,500.00	\$2,500.00
Connection Fee	\$167,380.00	Bldg. #'s 2-5 \$63,304.00 Bldg. #1 + Clubhouse <u>\$29,140.00</u> \$92,444.00
Performance Bond	\$119,808.00	Waived
Maintenance Bond	\$9,984.00	Pending

Haddon Point Phase 2 (PNSAR0070 / PNSAI0070)

No Change - Contractor began work in Phase 2 on April 15, 2019 installing 8" PVC sanitary sewer pipe and manholes. Work began at the basin and continued west towards the sanitary sewer main installed in Phase 1. The contractor made the connection to the main in Phase 1 and performed the air pressure test and the mandrel tests on the new pipe on May 13th. Each run of pipe passed both tests.

	Amount	Paid to Date
Application Fee	\$15.00	\$15.00
Escrow Fee	\$2,500.00	\$2,500.00
Connection Fee	\$121,426.00	Bldg. #1, 5 units \$3,666.00 \$3,666.00
Performance Bond	\$119,808.00	Waived
Maintenance Bond	\$9,984.00	Pending

Aluminum Shapes, LLC (PNSAR0080)

No Change - Re-construction connection and installation of a flume and data recorder to meter the flow. The re-construction connection will cross River Road/County Road 543 which will require Camden County approval.

	Amount	Paid to Date
Application Fee	\$15.00	\$15.00
Escrow Fee	\$2,500.00	\$2,500.00
Connection Fee	\$1,275.00	Pending
Performance Bond	\$21,528.00	Pending
Maintenance Bond	\$1,794.00	Pending



Nelson Brittin Village (PNSAR0090)

No Change - On-site sanitary sewer utility installation is about 90% complete. Buildings 9 & 10 are currently under construction so the sanitary sewer laterals to those buildings have not been installed. All other sanitary sewer for the other buildings is complete. The connection to the existing sanitary manhole in the NJDOT ROW has not been made. Sanitary M.H. #1 located along the Federal Street Overpass that will be used for the connection of the new 8" PVC sanitary sewer pipe to the existing 20" cast iron sanitary sewer pipe has been installed but the connection has not been made. The Contractor will notify T&M when they are planning to tap into the existing 20" pipe.

	Amount	Paid to Date
Application Fee	\$15.00	\$15.00
Escrow Fee	\$2,500.00	\$2,500.00
Connection Fee	\$43,589.18	\$43,589.18
Performance Bond	\$225,678.00	Posted
Maintenance Bond	\$18,806.50	Pending

Stonegate Phase 2 (PNSAR0100)

No-Change - Connection to the sanitary sewer manhole located in the intersection of Witherspoon and Sinkinson Avenues was made on January 2, 2019. A new manhole was installed north of the existing manhole to re-route the sewer main around existing utilities as per the change of plan. The sanitary sewer pipe was installed from the new manhole to another new manhole installed near the entrance to the parking lot and pipe was installed on site and capped. The building is currently under construction. The connection will be made to the building after construction is complete.

	Amount	Paid to Date
Application Fee	\$15.00	\$15.00
Escrow Fee	\$2,500.00	\$2,500.00
Connection Fee	\$42,630.50	\$42,630.50
Performance Bond	\$13,636.00	Not required
Maintenance Bond	\$1,136.33	\$1,136.33

Zippy's Carwash (PNSAR0110)

No Change - The contractor made the sanitary sewer connection and installed on-site sanitary sewer pipe on June 27th and June 28th. The Oil/Water Separator Tank and Settling Tank System were installed the previous week. All on-site sanitary sewer work is complete. The connection to the building will be made when the building is



constructed.

	Amount	Paid to Date
Application Fee	\$15.00	\$15.00
Escrow Fee	\$2,500.00	\$2,500.00
Connection Fee	\$8,918.00	\$8,918.00
Performance Bond	Not required	Not required
Maintenance Bond	Not required	Not required

Hospitality Suites (PNSAR0120)

No Change - A final Inspection was performed on January 23, 2019. The sanitary sewer connection was made on August 10, 2018.

	Amount	Paid to Date
Application Fee	\$15.00	\$15.00
Escrow Fee	\$2,500.00	\$2,500.00
Change of Use Fee	\$30,251.13	\$30,251.13
Performance Bond	\$11,134.80	Letter of credit
Maintenance Bond	\$1,000.00	Posted

If you should have any questions or require additional information, please do not hesitate to call.

Very truly yours,

T&M ASSOCIATES

Jeffrey B. Winegar, P.E.
Group Manager

Edwin J. Steck, P.E., C.M.E.
Senior Vice President

Cc: Thomas M. Tillinghast, Superintendent
Marco DiBattista, Treasurer