

Meeting of September 15, 2020

The Chairman Mr. Lutz called the meeting of the Pennsauken Sewerage Authority to order at 4:00 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.

Chairman 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. Also instructions to participate in the teleconference were published in the Courier Post and Burlington County times Newspapers.

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

Mr. Oren Lutz
Mr. Gregory Schofield
Mr. Dennis Archible
Mr. Timothy Ellis
Mr. James Pennestri

Also present via teleconference was:

Mr. Marco DiBattista, Assistant Director

Also present at the Pennsauken Sewerage Authority offices were:

Mr. William Orth, Executive Director
Mr. Thomas M. Tillinghast, Superintendent
Mr. David A. Luthman, Solicitor

The Chairman opened the meeting to the public. As there was no one from the public on the teleconference, a motion was made by Mr. Schofield, seconded by Mr. Archible and carried to close the public portion.

The minutes of the meeting August 18, 2020 were presented for approval. A motion was made by Mr. Schofield, seconded by Mr. Ellis to approve the minutes as presented. All Commissioners responded via teleconference that the minutes stand approved.

The Chairman stated the amount of bills to be paid is \$256,644.41.

Mr. Archible moved to pay bills as presented, seconded by Mr. Ellis. All Commissioners responded via teleconference their approval of the payment of bills.

See Bill List Attached

SEPTEMBER 15, 2020

PENNSAUKEN SEWERAGE AUTHORITY

MEETING FIGURE:

\$256,644.41

Range of Checking Accts: OPER MAN WIRE to OPERATING Range of Check Dates: 08/19/20 to 09/15/20
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			
1073	08/25/20	PAYROLL PAYROLL ACCOUNT	37,745.63	08/31/20	2430
1074	09/01/20	PAYROLL PAYROLL ACCOUNT	71,596.10		2432
1075	09/09/20	PAYROLL PAYROLL ACCOUNT	39,337.89		2435
1076	09/15/20	PAYROLL PAYROLL ACCOUNT	37,682.69		2437

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	4	0	186,362.31	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	4	0	186,362.31	0.00

OPERATING	OPERATING ACCOUNT	Amount Paid	Ref Num
29672	09/15/20 10687000 EQUITY PLUS	117.63	2439
29673	09/15/20 11312000 LYNDA KELLY	63.67	2439
29674	09/15/20 ADVANCE ADVANCE AUTO PARTS	509.62	2439
29675	09/15/20 ALLBRAND ALL BRAND SUPPLY, INC.	243.52	2439
29676	09/15/20 BELSITOR RICHARD J BELSITO	289.20	2439
29677	09/15/20 BEYER BEYER-BARBER COMPANY	3,800.00	2439
29678	09/15/20 BOWMAN BOWMAN & COMPANY, LLP	4,000.00	2439
29679	09/15/20 BURLTIME BURLINGTON COUNTY TIMES	33.34	2439
29680	09/15/20 CANON CANON SOLUTIONS AMERICA, INC.	209.79	2439
29681	09/15/20 CCMUA CAMDEN COUNTY MUA	88.00	2439
29682	09/15/20 COMCAST COMCAST	340.47	2439
29683	09/15/20 COURIER COURIER POST - DAILY JOURNAL	38.80	2439
29684	09/15/20 CUMMINGS JAMES J. CUMMINGS, JR.	144.60	2439
29685	09/15/20 DELTA DELTA DENTAL OF NJ, INC.	4,349.45	2439
29686	09/15/20 DIGITAL DIGITAL VOICE & DATA CO., INC.	220.00	2439
29687	09/15/20 DOYLE James J. Doyle	144.60	2439
29688	09/15/20 EVOQUA EVOQUA WATER TECHNOLOGIES LLC	3,950.00	2439
29689	09/15/20 GAYLE GAYLE CORPORATION	684.44	2439
29690	09/15/20 GENCHEM GENERAL CHEMICAL & SUPPLY INC	222.25	2439
29691	09/15/20 GRAINGER GRAINGER	491.33	2439
29692	09/15/20 GROVE GROVE SUPPLY, INC.	652.00	2439
29693	09/15/20 INGRAM WILLIAM INGRAM	144.60	2439
29694	09/15/20 JKRAMER JOSEPH KRAMER	144.60	2439
29695	09/15/20 LOUGHERY BERNADETTE A LOUGHERY	144.60	2439
29696	09/15/20 LUTHMAN DAVID A. LUTHMAN	1,516.67	2439
29697	09/15/20 MACANANY PATRICIA MACANANY	308.05	2439
29698	09/15/20 MCALLIST PRINCETON FUEL OIL	388.11	2439
29699	09/15/20 MM Municipal Maintenance Co. Inc.	16,537.06	2439
29700	09/15/20 MOWER THE MOWER SHOP LLC	112.09	2439
29701	09/15/20 NATBATRY NATIONAL BATTERY COMPANY	144.50	2439
29702	09/15/20 NEWWA NEW ENGLAND WATER WORKS ASSOC	1,580.00	2439
29703	09/15/20 NJ LABOR STATE OF NEW JERSEY	216.74	2439
29704	09/15/20 NJAMERWA NEW JERSEY AMERICAN WTR CO INC	147.23	2439
29705	09/15/20 NJAWSTA NEW JERSEY AMERICAN WATER	111.07	2439
29706	09/15/20 OCC ONE CALL CONCEPTS, INC.	373.23	2439
29707	09/15/20 ORTH WILLIAM ORTH	159.34	2439
29708	09/15/20 PDOYLE PATRICK J. DOYLE	144.60	2439
29709	09/15/20 PETTY PETTY CASH	155.57	2439
29710	09/15/20 PFLUGFEL DEBORAH PFLUGFELDER	144.60	2439

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
OPERATING		OPERATING ACCOUNT			Continued
29711	09/15/20	PSEG PUBLIC SERVICE ELEC & GAS CO.	16,671.39		2439
29712	09/15/20	R ORTH ORTH, REGINA	289.20		2439
29713	09/15/20	REPUBLIC REPUBLIC SERVICES OF NJ, LLC	205.39		2439
29714	09/15/20	RINGRAM RICHARD INGRAM	144.60		2439
29715	09/15/20	ROCKTREE ROCK SOLID TREE SVC & MORE, LLC	3,150.00		2439
29716	09/15/20	SCHWER SCHWERING HARDWARE, INC.	22.37		2439
29717	09/15/20	STEWART STEWART BUSINESS SYSTEMS	150.70		2439
29718	09/15/20	SYSTEM4 SYSTEM 4	312.00		2439
29719	09/15/20	TWPPENN TOWNSHIP OF PENNSAUKEN	2,270.40		2439
29720	09/15/20	UNIFIRST UNIFIRST FIRST AID CORP	263.81		2439
29721	09/15/20	UNUM UNUM LIFE INSUR CO OF AMERICA	1,512.84		2439
29722	09/15/20	USABLUE USA BLUEBOOK	148.82		2439
29723	09/15/20	VALLETT RICHARD B. VALLETT, JR.	250.00		2439
29724	09/15/20	VERIZOFF VERIZON	744.41		2439
29725	09/15/20	VERIZON VERIZON WIRELESS	416.96		2439
29726	09/15/20	WBMASON W.B. MASON CO., INC.	663.84		2439
Checking Account Totals					
		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:	55	0	70,282.10	0.00
	Direct Deposit:	0	0	0.00	0.00
	Total:	55	0	70,282.10	0.00
Report Totals					
	Checks:	59	0	256,644.41	0.00
	Direct Deposit:	0	0	0.00	0.00
	Total:	59	0	256,644.41	0.00

Approval of Utility Bill Adjustment No. 3479 and 3481 was presented.

Mr. Archible moved for the approval of adjustments and Mr. Ellis seconded the motion. All Commissioners responded via teleconference their approval of the adjustments.

See Journals Attached

Old Business:

There was no Old Business.

New Business.

A. Approval of Budget Figures for 2021 to be added to State Forms

A motion was made by Mr. Schofield approving budget figures for 2021 to be added to State forms. Mr. Ellis seconded it. On roll call all commissioners present voted yes.

See Budget Forms for 2021

B. Resolution No. 20-30 – Authorizing the Execution of a Professional Services Agreement with Bowman & Company (Section 125 Cafeteria Plan)

Mr. Archible moved for the approval of Resolution No. 20-30 and Mr. Ellis seconded the motion. All Commissioners responded via teleconference their approval of the Resolution.

See Resolution No. 20-30

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

Mr. DiBattista wish all to stay safe and thanking the commissioners for the approval of the budget.

See Treasurer, Marco DiBattista's, Report

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

See Superintendent's Report

The Chairman, Mr. Lutz, wishes the best of health to all and great job with the budget. He asked for the Commissioners reports. Mr. Schofield and Mr. Archible had nothing further to report. Mr. Ellis and Mr. Pennestri hope all are staying safe and healthy.

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

Mr. Luthman had nothing further to report.

August 27, 2020
11:17 AM

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:	3481
	Updated Deductions:	0 Flat:	0.00	Exc:	0.00		
	Total Entries:	4 Flat:	51.50-	Exc:	0.00	Total Updated:	51.50-

August 27, 2020
11:16 AM

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
50522000-0	Sewer	S10	B	20	3	51.50-	0.00	51.50-	CHG TO S11 SR RATE	N		08/27/20	1
STRANO, ARLEEN													
50522000-0	Sewer	S11	B	20	3	25.75	0.00	25.75	CHG TO S11 SR RATE	N		08/27/20	2
STRANO, ARLEEN													
50522000-0	Sewer	S10	B	20	4	51.50-	0.00	51.50-	CHG TO S11 SR RATE	N		08/27/20	3
STRANO, ARLEEN													
50522000-0	Sewer	S11	B	20	4	25.75	0.00	25.75	CHG TO S11 SR RATE	N		08/27/20	4
STRANO, ARLEEN													

	Budget Comparison	
	2020	2021
Payroll & Benefits	3,079,000.00	3,136,000.00
Adm	423,500.00	423,500.00
O & M	1,024,525.00	983,375.00
Bond Debt	51,475.00	50,625.00
	4,578,500.00	4,593,500.00

NOTES:

Expenses:

2020 budget increased less than 2% over 2020 budget

Budgeted 2% for salary increases per union contract

Budgeted 10% increase in health benefit cost over 2020 expenditure

Budgeted 10% increase in liability insurance cost over 2020 premiums

PSA contribution to Twp \$150,000, \$15,000 towards All Around Pennsauken and \$17,500 PSA's cost of media for Channel 19

REVENUES

AS OF

Acct #	Title	2020	8/31/2020	Proposed 2021
4001	Residential	2,700,000.00	2,692,196.98	2,725,000.00
4004	Commercial Q	1,480,000.00	1,069,741.84	1,480,000.00
4005	Penalty on A/R	40,000.00	46,050.78	45,000.00
4002	Merchantville	205,000.00	101,697.25	205,000.00
4003	C/H	32,000.00	32,573.32	32,000.00
4012	Other Income	3,000.00		3,000.00
4013	Invest Int	5,000.00	4,983.27	5,000.00
4014	Trustee Int	15,000.00	6,148.70	15,000.00
4016	Permits (res)	5,000.00	36,236.00	60,000.00
4019	Permits (com)	80,000.00	9,358.14	10,000.00
4021	Permits (Merch)	1,000.00		1,000.00
4017-18	Filing/Insp.	500.00		500.00
4020	Ins Premium	12,000.00	-	12,000.00
		<u>4,578,500.00</u>	<u>3,998,986.28</u>	<u>4,593,500.00</u>
	Ant Balance	-		-
		<u>4,578,500.00</u>		<u>4,593,500.00</u>
	Proposed Expenses			<u>4,593,500.00</u>

<u>Acct #</u>	<u>Title</u>	<u>EXPENSES</u>		<u>Comments</u>
		<u>2020</u>	<u>Proposed 2021</u>	
	ADMINISTRATION			
501	PSA Adm Mgmt	286,000.00	295,000.00	<i>Adm Payroll Totals: 1,060,000.00</i>
502	Office Adm	295,000.00	305,000.00	
503	Commissioners	18,000.00	18,000.00	
601	PERS	110,000.00	110,000.00	
602	Social Security	51,000.00	54,000.00	
603	Unemploy & Disabil	4,000.00	6,500.00	
604	Hosp. Benefits	145,000.00	145,000.00	
605	Vision/Dental & Rx	54,500.00	54,500.00	
607	Sick/Vac Payback	68,000.00	72,000.00	
721	Legal Exp	20,000.00	20,000.00	
722	Auditing Fees	37,000.00	37,000.00	
723	Other Professional Fees	20,000.00	20,000.00	
736	Public Official's Liability	10,000.00	10,000.00	
751	Postage	10,000.00	10,000.00	
750	Office Supplies & Exp	15,000.00	15,000.00	
752	Advert/Printing	15,000.00	15,000.00	
753	Telephone Exp	20,000.00	20,000.00	
754	Misc Exp	3,000.00	3,000.00	
755	Service Contracts	25,000.00	25,000.00	
756	Equip Rental	3,500.00	3,500.00	
757	Bldg Utilities	25,000.00	25,000.00	
758	Bldg Repairs & Exp	25,000.00	25,000.00	
759	Financial Exp	2,000.00	2,000.00	
760	Bad Debt Exp	500.00	500.00	

Acct #	Title	2020	Proposed 2021	Comments
762	Education/Dues	10,000.00	10,000.00	<i>Adm Expenses</i> 423,500.00
763	Civic Involvement	182,500.00	182,500.00	
	Total Admin	1,455,000.00	1,483,500.00	
	COST OF SERVICE			
505	MGMT O&M Salaries	210,000.00	265,000.00	<i>O&M Payroll Totals</i> 2,076,000.00
506	UNION O&M Salaries	1,065,000.00	1,000,000.00	
601	PERS O&M	110,000.00	110,000.00	
602	O&M Soc Sec	105,000.00	105,000.00	
603	O&M Dis & Unem	6,000.00	13,500.00	
604	O&M Hosp Benefits	320,000.00	320,000.00	
605	O&M v/d/r	119,500.00	114,500.00	
607	O&M Sick/Vac Payback	104,000.00	140,000.00	
608	Uniform & Shoe Exp	8,000.00	8,000.00	
711	Engineering Fees	60,000.00	25,000.00	
731	General & Auto Ins	27,500.00	34,500.00	
732	Worker's Comp	53,000.00	67,000.00	
733	Property	55,000.00	29,500.00	
735	JIF Fund Exp	10,000.00	10,000.00	
741	Uninsured Liabilities	10,000.00	10,000.00	
755	Service Contracts	30,000.00	30,000.00	
764	Station Utilities	175,000.00	175,000.00	
765	Trash Removal	10,000.00	10,000.00	
766	O&M Exp	45,000.00	45,000.00	
767	Safety Exp	5,000.00	5,000.00	
768	Landscaping	5,000.00	5,000.00	

769	Vehicle Repair & Parts	20,000.00	20,000.00
770	Fuel, Oil & Mileage Exp	30,000.00	30,000.00
771	Collection System Exp	75,000.00	73,350.00
772	Emergency Main Repairs	200,000.00	200,000.00
773	Emergency Station Repairs	200,000.00	200,000.00
775	Permits & Licenses	6,000.00	6,000.00
774	Chemicals & Treatment	8,025.00	8,025.00
		3,072,025.00	3,059,375.00
			O&M Expense: 983,375.00
Acct #	Title	2020	2021
	NJEIT Debt (Principal)	45,550.00	45,600.00
	NJEIT Debt (Int)	5,925.00	5,025.00
		51,475.00	50,625.00
Comments			
TOTAL:		4,578,500.00	4,593,500.00
	Anticipated Revenue		4,593,500.00
	Needed to Balance		-

Projects	Est Costs	2021	2022	2023	2024	2025
Truck	50,000	-	25,000		25,000	
Pumps/Controls	365,000	250,000	25,000	50,000	20,000	20,000
Computer	25,000	5,000	5,000	5,000	5,000	5,000
Office Equipment	25,000	5,000	5,000	5,000	5,000	5,000
Operations Equip/Maintenance	115,000	25,000	25,000	25,000	20,000	20,000
Bldg Upkeep/Repairs	25,000	5,000	5,000	5,000	5,000	5,000
Sewer Main Lining	50,000	50,000				
Station Upgrades	250,000	250,000				
Totals	850,000	590,000	90,000	90,000	80,000	55,000

**RESOLUTION OF THE PENNSAUKEN
SEWERAGE AUTHORITY TO AUTHORIZE
THE EXECUTION OF A PROFESSIONAL SERVICES
AGREEMENT WITH BOWAN & COMPANY**

WHEREAS, the Pennsauken Sewerage Authority (“Authority”) has agreed to provide a Section 125 Cafeteria Plan (“Plan”) for its employees for the 2021 plan year; and

WHEREAS, in connection therewith it requires the services of a professional public accountant and consultant to assist in the administration of the Plan; and

WHEREAS, the Authority advertised and issued Requests for Proposals for public accounting services and reviewed and analyzed proposals received in response for responsiveness, qualification and ability to meet the Authority’s needs; and

WHEREAS, Bowman & Company (“Bowman”) submitted a qualified proposal and the Authority having awarded a professional services contract accordingly; and

WHEREAS, Bowman has offered to extend its services for the purpose of assisting the Authority with the administration of the Plan as set forth in a proposal dated September 1, 2020 (“Proposal”) the terms of which are incorporated herein by reference; and

WHEREAS, the Authority’s budget for professional services is sufficient to meet the obligations it will incur in connection with the Proposal; and

WHEREAS, the agreement is awarded through a fair and open process, in accordance with N.J.S.A. 19:44A-20.4, et seq.; and so

THEREFORE, BE IT RESOLVED by the Pennsauken Sewerage Authority that it authorizes the approval of the of the Proposal for those services related to its Section 125 Cafeteria Plan; and

BE IT FURTHER RESOLVED that this be classified as an extraordinary and unspecifiable service and professional service for the reasons described above, and as such not subject to the bid provisions of the Local Public Contracts Law and Staff is hereby directed and authorized to execute the Proposal and take all other actions incidental hereto.



Bill Orth, Secretary

ROLL CALL:

Mr. Oren Lutz - Yes
Mr. Gregory Schofield - Yes
Mr. Dennis Archible - Yes
Mr. Timothy Ellis - Yes
Mr. James Pennestri - Yes

ADOPTED: September 15, 2020

September 1, 2020

Mr. William Orth, Executive Director
Pennsauken Sewerage Authority
1250 John Tipton Boulevard
Pennsauken, NJ 08110-2321

Dear Mr. Orth:

This letter is to confirm and specify the terms of our engagement with the Pennsauken Sewerage Authority for their Section 125 Cafeteria Plan for the 2021 Plan Year and to clarify the nature and extent of the services we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom services are performed to confirm the arrangements.

We will provide the following services:

- * Attendance at an employee informational meeting and enrollment meeting, if requested;
- * Record keeping of individual contributions to the plan, ordinary allowable claim review and preparation of advice to Payroll Department when applicable;
- * We can accommodate debit cards, direct deposit, checks and processing through payroll;
- * Employer and Employee access to Web-Portal for account review;
- * Various Employer reports to be emailed to Administrator;
- * Statements will be emailed or mailed to participants monthly;
- * Testing to assure Plan complies with Internal Revenue Service Non-Discrimination Rules;
- * Technical updates and management consulting relative to the plan.

We will use professional judgment in resolving questions or where there may be conflicts between the authorities' interpretations of the law and other supportable positions. Unless otherwise instructed by you, we will resolve such questions in your favor whenever possible.

The Internal Revenue Service and the Department of Labor may select your Plan for review. Any proposed corrective adjustments by the examining agent are subject to certain rights of appeal. In the event of such government examination, we will be available upon request to represent you and will render additional invoices for the time and expenses incurred.

Mr. William Orth, Executive Director
Pennsauken Sewerage Authority

-2-

September 1, 2020

Our fee for these services will be as follows:

Our professional fees for setting up plan software and all related communication materials:

- Yearly renewal fee \$275.00

Cafeteria Plan services which includes record keeping of contributions, tracking of disbursements, communication with payroll department regarding disbursements, discrimination testing and coordination of open enrollment process.

Up to 26 Participants	Standard hourly billing rates below
26+ Participants	\$4.00/per participant per month

Other services, such as attendance at employee informational meetings, if requested, will be based upon the amount of time required at our standard hourly billing rates as listed below:

Partner	\$246.00
Senior Manager	179/199/226.00
Manager	141.00
Senior	116.00
Associate	103.00
Intern/Co-op	75.00
General Administration/ Report Processing	50.00

All invoices are due and payable upon presentation. This engagement letter relates only to the plan specified above. If the foregoing fairly sets forth your understanding, please sign the enclosed copy of this letter in the space indicated and return it to our office.

We want to express our appreciation for this opportunity to work with you.

Very truly yours,

BOWMAN & COMPANY LLP



Michelle E. Gasiorowski

MEG :rmk
Enclosure

APPROVED: _____

BY: _____

DATE: _____

PENNSAUKEN SEWERAGE AUTHORITY
REVENUES-JANUARY 1, 2020 - DECEMBER 31, 2020
FOR MONTH OF AUGUST

<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	\$ 97,263.87	\$ 1,942,696.80	\$ 3,909.80	\$ 2,692,196.98
4004 COMMERCIAL	1,480,000.00	\$ 202,343.30	\$ 1,065,784.91	\$ 46,097.74	\$ 1,069,741.84
4005 PENALTY	40,000.00	\$ 1,800.79	\$ 27,000.16	\$ 6,270.90	\$ 46,050.78
4002 MERCH	205,000.00		\$ 100,697.25		\$ 100,697.25
4003 C/H	32,000.00		\$ 5,030.64		\$ 32,573.32
4012 OTHER INCOME	3,000.00		\$ 0.75		\$ 0.75
4013 INVEST INT	5,000.00	\$ 366.74	\$ 4,983.27		\$ 4,983.27
4014 TRUSTEE INT	15,000.00	\$ 0.80	\$ 6,148.70		\$ 6,148.70
4016 PERMITS (RES)	5,000.00	\$ 300.00	\$ 36,236.00		\$ 36,236.00
4019 PERMITS (COMM)	80,000.00		\$ 9,358.14		\$ 9,358.14
4021-PERMITS (MERCH)	1,000.00		\$ -		\$ -
4020-JIF INS PREMIUM	12,000.00		\$ -		\$ -
4017-18- FILING-INSP.	\$500.00		\$ -		\$ -
4050 INT./NOTES PAY.	-		\$ -		\$ -
Anticipated Balance	-				
TOTALS	4,578,500.00	302,075.50	3,197,936.62	56,278.44	3,997,987.03
		<u>BUDGET</u>	<u>MTD</u>	<u>YTD</u>	<u>REMARKS</u>
ASSETS/CAPITAL		\$ 195,000.00	\$ 56,198.40	\$ 186,632.63	

<u>CASH BALANCES</u>	<u>AMOUNT</u>
GENERAL CHECKING	\$1,638,915.93
PAYROLL	\$3,938.05
REVENUE	\$ 11.06
DEBT. SERVICE	\$ -
DEBT. SERV. RESERVE	\$ 56,262.99
R & R	\$ 268,127.56
GENERAL	\$ 222,748.07

Investments under Trustee Accounts:

53,339.52 CD with 1st Colonial Bank @ 2.0% - MATURES 01/23/21
189,365.61 CD with 1st Colonial Bank @ 2% - MATURES 12/24/21
78,371.93 CD with 1st Colonial Bank @ 2.0% - Matures 4/29/21
105,062.91 CD with 1st Colonial Bank @ 1.5% - Matures 4/29/2021
121,009.71 Money Market

PENNSAUKEN SEWERAGE AUTHORITY
Statement of Revenue and Expenditures

Revenue Account Range: 01-00-410-001 to 01-00-430-001 Include Non-Anticipated: NO Year To Date As of: 08/31/20
 Expend Account Range: 01-01-510-501 to 01-03-600-002 Include Non-Budget: Yes Current Period: 08/01/20 to 08/31/20
 Print Zero YTD Activity: No Prior Year: 08/01/19 to 08/31/19

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
01-00-410-001	Residential	96.68-	2,700,000.00	3,909.80	2,692,196.98	0.00	7,803.02-	100
01-00-410-002	Merchantville	0.00	205,000.00	0.00	100,697.25	0.00	104,302.75-	49
01-00-410-003	Cherry Hill	0.00	32,000.00	0.00	32,573.32	0.00	573.32	102
01-00-410-004	Commercial	55,066.45	1,480,000.00	46,097.74	1,069,741.84	0.00	410,258.16-	72
01-00-410-005	A/R Penalty	2,564.37	40,000.00	6,270.90	46,050.78	0.00	6,050.78	115
01-00-415-001	Permits- Residential	300.00	5,000.00	300.00	36,236.00	0.00	31,236.00	75
01-00-415-002	Permits - Commercial	100.00	80,000.00	0.00	9,358.14	0.00	70,641.86-	12
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	35.27	3,000.00	0.00	0.75	0.00	2,999.25-	0
01-00-420-002	Application and Inspection Fees	0.00	500.00	0.00	0.00	0.00	500.00-	0
01-00-420-004	JIF Insurance Premium Refund	0.00	12,000.00	0.00	0.00	0.00	12,000.00-	0
01-00-425-001	Interest from Operating Fund	888.44	5,000.00	366.74	4,983.27	0.00	16.73-	100
01-00-425-002	Interest from Trustee Accounts	342.12	15,000.00	0.80	6,148.70	0.00	8,851.30-	41
OPERATING REVENUES Revenue Total		59,199.97	4,578,500.00	56,945.98	3,997,987.03	0.00	580,512.97-	87

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
01-01-510-501	ADMIN PSA Management	19,952.00	286,000.00	27,070.00	189,301.30	0.00	96,698.70	66
01-01-510-502	ADMIN Office Staff	17,932.40	295,000.00	28,520.00	198,120.91	0.00	96,879.09	67
01-01-510-503	ADMIN: Commissioners	1,500.00	18,000.00	1,500.00	12,000.00	0.00	6,000.00	67
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 Liabil	0.00	110,000.00	0.00	104,518.00	0.00	5,482.00	95
01-01-510-602	ADMIN: FICA/SOCIAL SECURITY/MEDICARE	3,304.37	51,000.00	4,579.49	32,581.41	0.00	18,418.59	64
01-01-510-603	ADMIN: SUI/SDI/FLI	51.83	4,000.00	272.57	3,779.58	0.00	220.42	94
01-01-510-604	ADMIN: Hospital Benefits	16,833.17	145,000.00	9,687.37	87,682.05	0.00	57,317.95	60
01-01-510-605	ADMIN: vision, Dental & Rx	4,509.67	54,500.00	3,161.38	31,968.00	0.00	22,532.00	59
01-01-510-607	ADMIN: Sick/Vac Payback	2,038.00	68,000.00	3,010.00	34,908.00	0.00	33,092.00	51
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	12,133.36	0.00	7,866.64	61
01-01-510-722	ADMIN: Audit	0.00	37,000.00	0.00	31,700.00	0.00	5,300.00	86
01-01-510-723	ADMIN: Other Professional Fees	125.00	20,000.00	4,025.00	6,200.00	0.00	13,800.00	31
01-01-510-736	ADMIN: Public Officials Liab.	0.00	10,000.00	0.00	8,409.00	0.00	1,591.00	84
01-01-510-750	ADMIN: office supplies & Expense	0.00	15,000.00	680.75	4,305.00	0.00	10,695.00	29
01-01-510-751	ADMIN: Postage	2,000.00	10,000.00	0.00	9,910.66	0.00	89.34	99
01-01-510-752	ADMIN: Advertising & Printing	63.92	15,000.00	841.86	1,446.48	0.00	13,553.52	10

PENNSAUKEN SEWERAGE AUTHORITY
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
01-01-510-753	ADMN: Telephone	1,985.07	20,000.00	1,443.24	12,235.03	0.00	7,764.97	61
01-01-510-754	ADMN: Miscellaneous Exp	0.00	3,000.00	424.34	590.49	0.00	2,409.51	20
01-01-510-755	ADMN: Service Contracts	290.98	25,000.00	379.18	11,914.07	0.00	13,085.93	48
01-01-510-756	ADMN: Equipment Rental	0.00	3,500.00	747.00	2,241.00	0.00	1,259.00	64
01-01-510-757	ADMN: Building Utilities	0.00	25,000.00	840.88	12,040.17	0.00	12,959.83	48
01-01-510-758	ADMN: Building Exp. & Repairs	881.99	25,000.00	750.10	5,166.78	0.00	19,833.22	21
01-01-510-759	ADMN: Financial Exp	345.00	2,000.00	345.00	1,940.00	0.00	60.00	97
01-01-510-760	ADMN: Bad Debt Exp	0.00	500.00	0.00	0.00	0.00	500.00	0
01-01-510-762	ADMN: Education/Dues	14.27	10,000.00	0.00	4,978.12	0.00	5,021.88	50
01-01-510-763	ADMN: 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	75,127.25	1,065,000.00	82,298.37	656,919.64	0.00	408,080.36	62
01-02-520-506	O&M: Management Salaries	15,504.00	210,000.00	35,930.00	164,213.00	0.00	45,787.00	78
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	110,000.00	0.00	104,518.00	0.00	5,482.00	95
01-02-520-602	O&M: FICA/SOCIAL SECURITY/MEDICARE	6,610.69	105,000.00	8,805.83	60,809.02	0.00	44,190.98	58
01-02-520-603	O&M: SUI/SOI/FLI	0.00	6,000.00	665.17	7,217.84	0.00	1,217.84	120
01-02-520-604	O&M: Hospitalization Benefits	22,206.46	320,000.00	21,107.88	192,668.82	0.00	127,331.18	60
01-02-520-605	O&M: Vision, Dental & Rx	8,155.62	119,500.00	6,978.98	69,768.34	0.00	49,731.66	58
01-02-520-607	O&M: Sick/vac Payback	0.00	104,000.00	1,356.00	10,456.00	0.00	93,544.00	10
01-02-520-608	O&M: Uniform Exp.	0.00	8,000.00	0.00	2,500.89	0.00	5,499.11	31
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	5,317.71	60,000.00	0.00	1,302.25	0.00	58,697.75	2
01-02-520-731	O&M: General Liability/Auto Ins	0.00	27,500.00	0.00	29,624.00	0.00	2,124.00	108
01-02-520-732	O&M: Worker's Comp Insurance	0.00	53,000.00	0.00	58,003.00	0.00	5,003.00	109
01-02-520-733	O&M: Property/Insurance	0.00	55,000.00	0.00	25,639.00	0.00	29,361.00	47
01-02-520-735	O&M: Fund Expense (JIF)	0.00	10,000.00	0.00	4,263.00	0.00	5,737.00	43
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	1,810.00	30,000.00	1,975.00	14,210.00	0.00	15,790.00	47
01-02-520-764	O&M: Station Utilities	87.06	175,000.00	16,430.08	101,509.15	0.00	73,490.85	58
01-02-520-765	O&M: Trash Removal	225.20	10,000.00	790.39	3,517.76	0.00	6,482.24	35
01-02-520-766	O&M: Oper & Maint Expense	1,996.34	45,000.00	4,156.42	15,414.70	0.00	29,585.30	34
01-02-520-767	O&M: Safety Expense	0.00	5,000.00	87.16	3,143.17	0.00	1,856.83	63
01-02-520-768	O&M: Landscaping	0.00	5,000.00	1,018.00	2,535.44	0.00	2,464.56	51
01-02-520-769	O&M: Vehicle & Repair Exp	1,299.33	20,000.00	527.45	10,818.33	0.00	9,181.67	54
01-02-520-770	O&M: Fuel/Tolls/Mileage Exp	37.60	30,000.00	0.00	4,889.06	0.00	25,110.94	16
01-02-520-771	O&M: Collection System Expense	7,455.07	75,000.00	3,696.15	35,063.76	0.00	39,936.24	47
01-02-520-772	O&M: Emergency Repairs	0.00	200,000.00	90,400.00	127,474.00	0.00	72,526.00	64
01-02-520-773	O&M: Emergency Station Repairs	0.00	200,000.00	637.62	63,211.89	0.00	136,788.11	32
01-02-520-774	O&M: Chemicals	0.00	8,025.00	0.00	0.00	0.00	8,025.00	0

PENNSAUKEN SEWERAGE AUTHORITY
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
01-02-520-775	O&M Permits & Licensing	0.00	6,000.00	0.00	691.00	0.00	5,309.00	12
01-03-600-001	Bond Debt (Principal)	33,694.91	45,550.00	33,550.17	45,397.62	0.00	152.38	100
01-03-600-002	Bond Debt (Interest)	2,821.75	5,925.00	2,762.50	5,422.50	0.00	502.50	92
	OPERATING FUND Expend Total	255,693.33	4,578,500.00	402,968.00	2,673,770.59	0.00	1,904,729.41	57

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expended	Total Available Revenues
01	OPERATING FUND	59,199.97	56,945.98	3,997,987.03	255,693.33	402,968.00	2,673,770.59	1,324,216.44

Superintendent's Report

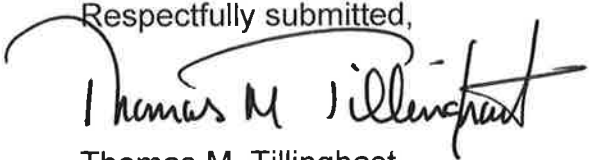
Meeting of September 15, 2020

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

In regular and preventative maintenance we flushed 22,899 feet of gravity sewer main. 1,639 feet was root cut and 9,551 feet was inspected using our CCTV equipment. We performed 218 utility mark outs. We responded to 32 calls for service. The call breakdown is as follows:

Main Line stoppages:	0
Vent stoppages:	9
Station alarms:	6
Miscellaneous services:	17

Respectfully submitted,



Thomas M. Tillinghast

Thomas M. Tillinghast
Superintendent

The Executive Director, Mr. Orth, hopes all are staying safe and healthy.

Correspondence -

- 1. T & M Associates Monthly Progress Report.....8/31/2020
- 2. Remington & Vernick Monthly Activity Report.....9/1/2020

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

Respectfully submitted,



Bill Orth, Secretary



YOUR GOALS. OUR MISSION.

August 31, 2020

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

Re: Monthly Progress Report – through August 2020

INFRASTRUCTURE IMPROVEMENT PROJECTS

King Avenue Pump Station Force Main Extension (PNSA00115)

A Notice of Administrative Completeness for the King Avenue Pump Station Improvements & Force Main Extension NJDEP Treatment Works Approval (TWA) application was received on November 20th. The permit has been approved and issued by the NJDEP. The permit is dated January 13, 2020 and is valid for two (2) years.

T&M has prepared a professional services proposal to the PSA for bidding and construction management/inspection services on the PS upgrades and forcemain construction work.

Pump Station Improvement Projects

A written report presenting the probable costs to the Authority for the improvements to each of the seven wastewater pump stations was submitted to the Authority on November 27th. T&M met with Authority personnel to review the report and determine next steps in order to move forward with advancing the design of the pump station upgrades. It was requested that we expand the work to include all pump stations owned by the Authority so that they would all be brought up to date and connected by communications technology. While not all stations will warrant physical upgrades to pumping equipment, we will include the analysis and evaluation in a new proposal.

All work is to be included in a funding application to the NJIT. We had previously provided a proposal for the first seven pump stations to be included in the application, we are preparing a revised proposal now to update that scope of work and cost in a for all 16 Township pump stations including the King Avenue pump station work. We will also provide costs for the NJIT funding work on all 16 stations.

The proposal was dated February 26, 2020 and was send to the PSA for review and approval. We await your direction.

We have prepared the initial NJIT funding package and will submit to the agency and seek a pre-application meeting to review the project and scope. We will advise when we hear back.

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)

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.

The Contractor still needs to install the remaining sanitary sewer utilities on the northern half of Phase 2. **We estimate roughly 30% of the sanitary pipe and manholes have yet to be installed. The Contractor has also installed sanitary laterals in locations where the main has already been installed. The Contractor will continue to notify T&M prior to resuming sanitary utility installation. As building groups are constructed, they will complete individual lateral connections to the mains. Ryan Homes has requested plot plan approvals for at least eight (8) different building groups (and a total of 49 units) that should have been paid for at this point.**

	Amount	Paid to Date
Application Fee	\$15.00	\$15.00
Escrow Fee	\$2,500.00	\$2,500.00
Connection Fee (sample)	\$121,426.00	Bldg. #1, 5 units \$3,666.00 Bldg. #2, 6 units <u>\$3,840.00</u> \$7,506.00
Performance Bond	\$119,808.00	Waived
Maintenance Bond	\$9,984.00	Pending

Within the last month, the developer has submitted a PB application for an 11th apartment building. That is pending at the Planning Board.

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)

All sanitary sewer utility installation is now 100% complete. All pipes have passed the air pressure and mandrel tests to date. **The project is complete, and CO's were requested by the builder from the Township. T&M has approved all site CO's for the buildings and sitework. The concrete apron for the shopping center off Federal Street Overpass needs to be restored where the sanitary tie-in was made. T&M has been in contact with the Contractor regarding the repairs.**

	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)

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 now complete, and the sanitary sewer connection has been made to the building. Air pressure and mandrel tests for the sanitary sewer were performed back in January 2019. All sanitary sewer installation and testing is complete; the building is now occupied.

	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)

The contractor made the sanitary sewer connection and installed on-site sanitary sewer pipe on June 27th and June 28th of 2019. The Oil/Water Separator Tank and Settling Tank System were installed the previous week. All on-site sanitary sewer work is complete. **The building is complete, and the site CO has been recommended. The sanitary sewer connection has been completed.**

	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

Temerity Alliance Pennsauken Warehouse LLC (PNSAR0130)

An application was received on November 8, 2019 and was reviewed by T&M. A review letter dated November 20, 2019 was issued and a subsequent phone call followed with the applicants Engineer to discuss the review comments. The applicant’s engineer resubmitted some information on February 7, 2020. They have indicated that their private onsite pump station will be repaired and updated with new pumps. The sewage goes through an existing forcemain that discharges to a PSA manhole at Adams and Derousse Avenue. We prepared a letter dated February 26, 2020 that established a conservative Connection Fee that the developer can adjust if they determine they will have lower flowing tenants. Because they are using an old connection and not performing any new infrastructure other than the onsite pump station updates, we designated a flat Performance Bond just to cover required inspection and testing of the existing forcemain to verify pipeline integrity. **The existing forcemain was pressure tested on March 31, 2020 and witnessed by T&M. The main was also exposed to verify pipe integrity. We found the testing to be acceptable. Demo of the existing building is underway, but no site work has been completed to date.**

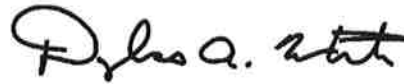
	Amount	Paid to Date
Application Fee	\$15.00	\$15.00

Escrow Fee	\$2,500.00	\$2,500.00
Connection Fee	\$109,455.71	Pending
Performance Bond	\$10,000.00	Pending
Maintenance Bond	Pending	Pending

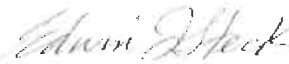
If you should have any questions or require additional information, please do not hesitate to call.

Very truly yours,

T&M ASSOCIATES



Douglas A. White, P.E.
Group Manager



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

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

G:\Projects\PNSA\G2001\Calculations & Reports\Pennsauken Sewer Authority Monthly Report - August 2020.doc

Correspondence #2



RVE HQ:
232 Kings Highway East
Haddonfield, NJ 08033
O: (856) 795-9595
F: (856) 795-1882

September 1, 2020

Mr. William Orth, Executive Director
Pennsauken Sewerage Authority
1250 John Tipton Blvd.
Pennsauken, NJ08109

**RE: Pennsauken Sewerage Authority
Monthly Activity Report
Our File No. 0427M029**

Dear Bill:

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

1. **ACTION ITEMS:**

None

2. **ENGINEERING IN PROGRESS:**

None.

3. **CONSTRUCTION IN PROGRESS:**

None

4. **DEVELOPMENTAL REVIEW PROJECTS:**

The following is a summary of applications Remington & Vernick Engineers has been overseeing:

0427N028-Scott Eang Retail Liquor

This was a change of use utilizing the existing sewer connection. Additional escrow was owed. If paid, this project is closed, and escrow balance can be returned.

0427N029-LiDestri Food

Construction was completed in June 2019. Remington & Vernick Engineers completed inspection report. Project can be closed, and any escrow balance returned.

0427N030-Pennsauken Partners Convenience Store

A section of 10" sewer main was relocated and replaced with new PVC pipe. Remington & Vernick Engineers completed inspection and issued report. The construction of the on-site sewer lateral and grease trap construction has not been installed or scheduled. Additional escrow needed prior to on-site construction. The revised sewer easement was to be recorded with the site plan. Verification and coordination with legal is needed to confirm filing.

Page 2
September 1, 2020
Pennsauken Sewerage Authority
Monthly Activity Report

0427N031-Calumet Enterprise Wholesale Distribution – 1095 Thomas Busch Memorial Highway
A review letter was completed in September 2019 and issued. The Applicant addressed all review comments but has never contacted Remington & Vernick Engineers to schedule construction inspections. Construction bonding and escrow are to be posted prior to construction.

0427N032-Family Dollar – 7411 Maple Avenue
Construction was completed in February 2020. The project is closed, and any escrow balance can be released.

Sincerely,

REMINGTON & VERNICK ENGINEERS

By 

Dennis K. Yoder, P.E., C.M.E.
Principal-Director of Engineering