

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, Chairman
- Mr. Gregory Schofield, Vice Chairman
- Mr. Timothy Ellis
- Mr. Dennis Archible

Also present were:

- Mr. Bill Orth, Executive Director
- Mr. David A. Luthman, Solicitor
- Mr. Marco DiBattista, Treasurer
- Mr. Thomas M. Tillinghast, Superintendent

Absent were:

- Mr. James Pennestri

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

The minutes of the meeting of August 15, 2017 were presented for approval.

A motion was made by Mr. Schofield, seconded by Mr. Ellis 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 .....\$273,822.74.

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

See Bill List Attached

**SEPTEMBER 19, 2017**

**PENNSAUKEN SEWERAGE AUTHORITY**

**MEETING FIGURE:**

**\$273,822.74**

Range of Checking Accts: OPER MAN WIRE to OPERATING      Range of Check Dates: 08/16/17 to 12/31/17  
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					
913	08/22/17	PAYROLL PAYROLL ACCOUNT	30,158.87	08/31/17	2026
914	08/29/17	PAYROLL PAYROLL ACCOUNT	73,918.96	08/31/17	2028
915	09/05/17	PAYROLL PAYROLL ACCOUNT	30,600.82		2030
916	09/12/17	PAYROLL PAYROLL ACCOUNT	33,246.30		2032
917	09/19/17	PAYROLL PAYROLL ACCOUNT	30,166.14		2034

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	5	0	198,091.09	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	<u>5</u>	<u>0</u>	<u>198,091.09</u>	<u>0.00</u>

OPERATING	OPERATING ACCOUNT	Amount Paid	Ref Num
27556	09/19/17 ABCON AB-CON EXTERMINATING INC.	30.00	2037
27557	09/19/17 BARTUK BARTUK HOSE & HYDRAULICS	399.19	2037
27558	09/19/17 BRIDGEST BRIDGESTATE FOUNDRY CORP	2,370.00	2037
27559	09/19/17 BURLTIME BURLINGTON COUNTY TIMES	81.86	2037
27560	09/19/17 CANON CANON SOLUTIONS AMERICA, INC.	226.61	2037
27561	09/19/17 CARQUEST CARQUEST AUTO PARTS	20.03	2037
27562	09/19/17 CCMUA CAMDEN COUNTY MUA	88.00	2037
27563	09/19/17 CINTAS CINTAS FIRST AID & SAFETY	94.62	2037
27564	09/19/17 COMCAST COMCAST	271.29	2037
27565	09/19/17 COURIER COURIER POST - DAILY JOURNAL	86.84	2037
27566	09/19/17 CUMMINGS JAMES J. CUMMINGS, JR.	46.10	2037
27567	09/19/17 DELTA DELTA DENTAL OF NJ, INC.	3,945.34	2037
27568	09/19/17 INGRAM WILLIAM INGRAM	46.10	2037
27569	09/19/17 JANNEY RONALD JANNEY ELEC CONTR INC	2,488.47	2037
27570	09/19/17 JAYSTIRE JAY'S TIRE SERVICE LLC	300.00	2037
27571	09/19/17 JKRAMER JOSEPH KRAMER	46.10	2037
27572	09/19/17 KONE KONECRANES, INC.	645.00	2037
27573	09/19/17 LOUGHERY BERNADETTE A LOUGHERY	46.10	2037
27574	09/19/17 LUTHMAN DAVID A. LUTHMAN	1,516.67	2037
27575	09/19/17 MACANANY PATRICIA MACANANY	308.05	2037
27576	09/19/17 MM Municipal Maintenance Co. Inc.	13,381.76	2037
27577	09/19/17 MOWER THE MOWER SHOP	296.06	2037
27578	09/19/17 MPWC MPWC	2,340.00	2037
27579	09/19/17 NATBATRY NATIONAL BATTERY COMPANY	129.95	2037
27580	09/19/17 NJAWSTA NEW JERSEY AMERICAN WATER	90.97	2037
27581	09/19/17 OCC ONE CALL CONCEPTS, INC.	246.25	2037
27582	09/19/17 ORTH WILLIAM ORTH	159.34	2037
27583	09/19/17 PDOYLE PATRICK J. DOYLE	92.20	2037
27584	09/19/17 PETTY PETTY CASH	179.53	2037
27585	09/19/17 PHILA PHILA. BUSINESS FORMS INC.	1,317.00	2037
27586	09/19/17 PITNEYME PITNEY BOWES GLOBAL FINANC SVC	747.00	2037
27587	09/19/17 PSEG PUBLIC SERVICE ELEC & GAS CO.	14,670.60	2037
27588	09/19/17 R ORTH ORTH, REGINA	46.10	2037
27589	09/19/17 REDWING RED WING SHOES	150.00	2037
27590	09/19/17 REPUBLIC REPUBLIC SERVICES OF NJ, LLC	179.75	2037
27591	09/19/17 RINGRAM RICHARD INGRAM	46.10	2037
27592	09/19/17 SAMS SAM'S CLUB	57.88	2037

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
OPERATING	OPERATING ACCOUNT	Continued			
27593	09/19/17	SAR SAR AUTOMOTIVE EQUIPMENT	17,774.00		2037
27594	09/19/17	SCHWER SCHWERING HARDWARE, INC.	238.17		2037
27595	09/19/17	SPECIAL SPECIALTY GRAPHICS LLC	742.00		2037
27596	09/19/17	SPORTIES SPORTIES MOBILE DETAILING	245.00		2037
27597	09/19/17	STEWART STEWART BUSINESS SYSTEMS	135.28		2037
27598	09/19/17	TM T & M ASSOCIATES	1,534.76		2037
27599	09/19/17	TRISTATE TRI STATE ENVIRONMENTAL SVCS	2,268.57		2037
27600	09/19/17	UNUM UNUM LIFE INSUR CO OF AMERICA	1,148.88		2037
27601	09/19/17	VALLETT RICHARD B. VALLETT, JR.	275.00		2037
27602	09/19/17	VERIZOFF VERIZON	1,222.96		2037
27603	09/19/17	VERIZON VERIZON WIRELESS	545.94		2037
27604	09/19/17	VISION TOWNSHIP OF PENNSAUKEN	2,140.80		2037
27605	09/19/17	WBMASON W.B. MASON CO., INC.	209.27		2037
27606	09/19/17	WESTMONT WESTMONT HARDWARE, INC.	64.16		2037
Checking Account Totals					
		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:	51	0	75,731.65	0.00
	Direct Deposit:	0	0	0.00	0.00
	Total:	<u>51</u>	<u>0</u>	<u>75,731.65</u>	<u>0.00</u>
Report Totals					
	Checks:	56	0	273,822.74	0.00
	Direct Deposit:	0	0	0.00	0.00
	Total:	<u>56</u>	<u>0</u>	<u>273,822.74</u>	<u>0.00</u>

Utility Bill Adjustment #'s 2798, 2805, 2807, 2810, 2815 and 2818 and Utility Balance Adjustment #'s 14162, 14174, 14195 and 14247 were presented.

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. Authorizing PSA to proceed with professional services to prepare Specs regarding Pump Station 14 improvements for a cost of \$36,100.

Mr. Archible made a motion to authorize the Spec preparation. Mr. Schofield provided the second. On roll call all commissioners present voted yes.

See Correspondence #1

- B. Resolution 17-26 for Renewal of Membership in the New Jersey Utility Authorities Joint Insurance Fund.

Mr. Schofield made a motion to approve the Resolution. Mr. Ellis provided the second. On roll call all commissioners present voted yes.

See Resolution 17-26

- C. Resolution 17-27 Authorizing the Purchase of a Truck Mounted Hydraulic Sewer Cleaning Machine.

Mr. Schofield made a motion to approve the Resolution. Mr. Archible provided the second. On roll call all commissioners present voted yes.

See Resolution 17-27

- D. Authorizing change in meeting schedule for October, 2017. The new meeting date is October 24, 2017. Notice has been given to the Courier Post, Burlington County Times, posted at the Pennsauken Township Municipal Building and Pennsauken Sewerage Authority in accordance with the Sunshine Law.

Mr. Archible made a motion to approve the change in schedule. Mr. Schofield provided the second. On roll call all commissioners present voted yes.

August 22, 2017  
10:19 AM

PENNSAUKEN SEWERAGE AUTHORITY  
Utility Bill Adjustment Batch Update Report

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Batch: CINDY	Updated Billings:	4 Flat:	51.50-	Exc:	0.00	Ref Num:	2798
	Updated Deductions:	0 Flat:	0.00	Exc:	0.00		
	Total Entries:	4 Flat:	51.50-	Exc:	0.00	Total Updated:	51.50-

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August 22, 2017  
10:18 AM

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

Page No: 1

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Batch Id: CINDY

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Account Id	Service	Code	Type	Yr	Prd	Flat	Excess	Total	Descript	Prorate	Flag	Date	Seq
60473000-0	Sewer	S10	B	17	3	51.50-	0.00	51.50-	CHG TO SR RATE	N		08/22/17	1
KASPRZAK, STANLEY													
60473000-0	Sewer	S11	B	17	3	25.75	0.00	25.75	CHG TO SR RATE	N		08/22/17	2
KASPRZAK, STANLEY													
60473000-0	Sewer	S10	B	17	4	51.50-	0.00	51.50-	CHG TO SR RATE	N		08/22/17	3
KASPRZAK, STANLEY													
60473000-0	Sewer	S11	B	17	4	25.75	0.00	25.75	CHG TO SR RATE	N		08/22/17	4
KASPRZAK, STANLEY													

August 24, 2017  
02:55 PM

PENNSAUKEN SEWERAGE AUTHORITY  
Utility Bill Adjustment Batch Update Report

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Batch: CINDY	Updated Billings:	4 Flat:	51.50-	Exc:	0.00	Ref Num:	2805
	Updated Deductions:	0 Flat:	0.00	Exc:	0.00		
	Total Entries:	4 Flat:	51.50-	Exc:	0.00	Total Updated:	51.50-

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August 24, 2017  
02:54 PM

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

Page No: 1

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Batch Id: CINDY

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Account Id	Service	Code	Type	Yr	Prd	Flat	Excess	Total	Descript	Prorate	Flag	Date	Seq
31166000-0 FIELDS, EDWARD	Sewer	S10	B	17	3	51.50-	0.00	51.50-	CHG TO SR RATE	N		08/24/17	1
31166000-0 FIELDS, EDWARD	Sewer	S11	B	17	3	25.75	0.00	25.75	CHG TO SR RATE	N		08/24/17	2
31166000-0 FIELDS, EDWARD	Sewer	S10	B	17	4	51.50-	0.00	51.50-	CHG TO SR RATE	N		08/24/17	3
31166000-0 FIELDS, EDWARD	Sewer	S11	B	17	4	25.75	0.00	25.75	CHG TO SR RATE	N		08/24/17	4

August 25, 2017  
12:05 PM

PENNSAUKEN SEWERAGE AUTHORITY  
Utility Bill Adjustment Batch Update Report

Page No: 1

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Batch: CINDY	Updated Billings:	4 Flat:	51.50-	Exc:	0.00	Ref Num:	2807
	Updated Deductions:	0 Flat:	0.00	Exc:	0.00		
	Total Entries:	4 Flat:	51.50-	Exc:	0.00	Total Updated:	51.50-

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August 25, 2017  
12:04 PM

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

Page No: 1

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Batch Id: CINDY

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Account Id	Service	Code	Type	Yr	Prd	Flat	Excess	Total	Descript	Prorate	Flag	Date	Seq
30595000-0 BONISISIO, MICHAEL	Sewer	S10	B	17	3	51.50-	0.00	51.50-	CHG TO SR RATE	N		08/25/17	1
30595000-0 BONISISIO, MICHAEL	Sewer	S11	B	17	3	25.75	0.00	25.75	CHG TO SR RATE	N		08/25/17	2
30595000-0 BONISISIO, MICHAEL	Sewer	S10	B	17	4	51.50-	0.00	51.50-	CHG TO SR RATE	N		08/25/17	3
30595000-0 BONISISIO, MICHAEL	Sewer	S11	B	17	4	25.75	0.00	25.75	CHG TO SR RATE	N		08/25/17	4



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Batch: CINDY	Updated Billings:	8 Flat:	0.00	Exc:	0.00	Ref Num:	2810
	Updated Deductions:	0 Flat:	0.00	Exc:	0.00		
	Total Entries:	8 Flat:	0.00	Exc:	0.00	Total Updated:	0.00

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41393000-0	Sewer	S10	B	17	3	51.50-	0.00	51.50-	CHG TO SR RATE	N	08/30/17	5
LASH, DENISE												
41393000-0	Sewer	S11	B	17	3	25.75	0.00	25.75	CHG TO SR RATE	N	08/30/17	6
LASH, DENISE												
41393000-0	Sewer	S10	B	17	4	51.50-	0.00	51.50-	CHG TO SR RATE	N	08/30/17	7
LASH, DENISE												
41393000-0	Sewer	S11	B	17	4	25.75	0.00	25.75	CHG TO SR RATE	N	08/30/17	8
LASH, DENISE												



September 15, 2017  
09:39 AM

PENNSAUKEN SEWERAGE AUTHORITY  
Utility Bill Adjustment Batch Update Report

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Batch: CINDY	Updated Billings:	2 Flat:	25.75-	Exc:	0.00	Ref Num:	2818
	Updated Deductions:	0 Flat:	0.00	Exc:	0.00		
	Total Entries:	2 Flat:	25.75-	Exc:	0.00	Total Updated:	25.75-

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September 15, 2017  
09:39 AM

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

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Batch Id: CINDY

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Account Id	Service	Code	Type	Yr	Prd	Flat	Excess	Total	Descript	Prorate	Flag	Date	Seq
41163000-0	Sewer	S10	B	17	4	51.50-	0.00	51.50-	CHG TO SR RATE	N		09/15/17	1
SPEESE JR, VERNON E													
41163000-0	Sewer	S11	B	17	4	25.75	0.00	25.75	CHG TO SR RATE	N		09/15/17	2
SPEESE JR, VERNON E													

August 21, 2017  
11:00 AM

PENNSAUKEN SEWERAGE AUTHORITY  
Utility Balance Adjustment Batch Update Report

Page No: 1

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Batch: CINDY Updated Entries: 2 Updated Principal: 1,080.46 Updated Penalty: 0.00 Ref Num: 14162

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August 21, 2017  
10:59 AM

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

Page No: 1

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Batch Id: CINDY

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Account Id Name	Service	Adj Code	Bill Code Transaction Type	Yr Prd	Principal	Penalty	Total	Descript	Date	Seq
90117000-0 5900 WESTFIELD AVE LLC TRUSTEES	Sewer	102			880.46	0.00	880.46	CUSTOMER REFUND	08/15/17	1
			Refund Overpayment							
50763000-0 JOHNSON, PETER	Sewer	102			200.00	0.00	200.00	CUSTOMER REFUND	08/15/17	2
			Refund Overpayment							

August 23, 2017  
12:22 PM

PENNSAUKEN SEWERAGE AUTHORITY  
Payment Batch Update/Posting Report

Page No: 1

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Batch: CINDY	Updated Payments:	1	Updated Payment Amt:	51.50-	Updated Penalty:	0.00	Ref Num: 14174
			Updated Total:	51.50-			
	Updated Revenue:	1	Updated Revenue Amt:	51.50-			

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August 23, 2017  
12:20 PM

PENNSAUKEN SEWERAGE AUTHORITY  
Payment/Reversal Batch Verification Listing for Batch: CINDY

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Batch Id: CINDY	Batch Type: Payment/Reversal	Batch Date: 08/18/17	Sort By: Sequence								
Type	Id	Name/Comment	Subseq	Cert Num	Yr/Prd Code	Principal	Penalty	Total	Mthd	Chk Id	De
	Outside Buyer	Subseq Adj Code				Install	Int				
Sewer	50024154-0	WILSON, DAVID	3701.	5.	17 2 001R	51.50-	0.00	51.50-CK	3708785271	RI	
	Original Payment	Date: 08/11/17	Payment Reference:	14139	11						

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August 29, 2017  
10:00 AM

PENNSAUKEN SEWERAGE AUTHORITY  
Payment Batch Update/Posting Report

Page No: 1

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Batch: CINDY	Updated Payments:	1	Updated Payment Amt:	51.50-	Updated Penalty:	0.00	Ref Num: 14195
			Updated Total:	51.50-			
	Updated Revenue:	1	Updated Revenue Amt:	51.50-			

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August 29, 2017  
09:59 AM

PENNSAUKEN SEWERAGE AUTHORITY  
Payment/Reversal Batch Verification Listing for Batch: CINDY

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Batch Id: CINDY	Batch Type: Payment/Reversal	Batch Date: 08/29/17	Sort By: Sequence								
Type	Id	Name/Comment	Subseq	Cert Num	Yr/Prd Code	Principal	Penalty	Total	Mthd	Chk Id	De
	Outside Buyer	Subseq Adj Code					Install Int				
Sewer	51065000-0	WHITMORE, KAREN	5308.	10.	17 2 001R	51.50-	0.00	51.50-CK	3709626345	RE	
	Original Payment	Date: 08/28/17	Payment Reference:	14188	3						

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September 11, 2017  
02:25 PM

PENNSAUKEN SEWERAGE AUTHORITY  
Payment Batch Update/Posting Report

Page No: 1

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Batch: CINDY	Updated Payments:	34	Updated Payment Amt:	1,447.65-	Updated Penalty:	1,119.55-	Ref Num: 14247
			Updated Total:	2,567.20-			
	Updated Revenue:	2	Updated Revenue Amt:	2,567.20-			

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Batch Id:	CINDY	Batch Type:	Payment/Reversal	Batch Date:	05/04/17	Sort By:	Sequence				
Type	Id	Name/Comment	Subseq Cert Num	Yr/Prd Code	Principal	Penalty	Total Mthd Ck Id	Description	Date	Seq	
Outside Buyer	Subseq Adj Code				Instal]	Int					
Sewer	40001003-0	BEVANS, SAMAD	3902.01	1.06	0.00	0.77-	0.77-CK 1103	PD AFTER TAX SALE	05/04/17	1	
Original	Payment Date: 05/04/17		Payment Reference: 13713	447							
Sewer				16	4 001R	0.00	3.08-CK 1103	PD AFTER TAX SALE	05/04/17	2	
Original	Payment Date: 05/04/17		Payment Reference: 13713	446							
Sewer				16	3 001R	47.65-	5.39-	53.04-CK 1103	PD AFTER TAX SALE	05/04/17	3
Original	Payment Date: 05/04/17		Payment Reference: 13713	445							
Sewer				16	2 001R	51.50-	7.70-	59.20-CK 1103	PD AFTER TAX SALE	05/04/17	4
Original	Payment Date: 05/04/17		Payment Reference: 13713	444							
Sewer				16	1 001R	51.50-	10.01-	61.51-CK 1103	PD AFTER TAX SALE	05/04/17	5
Original	Payment Date: 05/04/17		Payment Reference: 13713	443							
Sewer				15	4 001R	50.00-	12.00-	62.00-CK 1103	PD AFTER TAX SALE	05/04/17	6
Original	Payment Date: 05/04/17		Payment Reference: 13713	442							
Sewer				15	3 001R	50.00-	14.25-	64.25-CK 1103	PD AFTER TAX SALE	05/04/17	7
Original	Payment Date: 05/04/17		Payment Reference: 13713	441							
Sewer				15	2 001R	50.00-	16.50-	66.50-CK 1103	PD AFTER TAX SALE	05/04/17	8
Original	Payment Date: 05/04/17		Payment Reference: 13713	440							
Sewer				15	1 001R	50.00-	18.75-	68.75-CK 1103	PD AFTER TAX SALE	05/04/17	9
Original	Payment Date: 05/04/17		Payment Reference: 13713	439							
Sewer				14	4 001R	50.00-	21.00-	71.00-CK 1103	PD AFTER TAX SALE	05/04/17	10
Original	Payment Date: 05/04/17		Payment Reference: 13713	438							
Sewer				14	3 001R	50.00-	23.25-	73.25-CK 1103	PD AFTER TAX SALE	05/04/17	11
Original	Payment Date: 05/04/17		Payment Reference: 13713	437							
Sewer				14	2 001R	50.00-	25.50-	75.50-CK 1103	PD AFTER TAX SALE	05/04/17	12
Original	Payment Date: 05/04/17		Payment Reference: 13713	436							
Sewer				14	1 001R	50.00-	27.75-	77.75-CK 1103	PD AFTER TAX SALE	05/04/17	13
Original	Payment Date: 05/04/17		Payment Reference: 13713	435							
Sewer				13	4 001R	45.00-	27.20-	72.20-CK 1103	PD AFTER TAX SALE	05/04/17	14
Original	Payment Date: 05/04/17		Payment Reference: 13713	434							
Sewer				13	3 001R	45.00-	29.24-	74.24-CK 1103	PD AFTER TAX SALE	05/04/17	15
Original	Payment Date: 05/04/17		Payment Reference: 13713	433							
Sewer				13	2 001R	45.00-	31.28-	76.28-CK 1103	PD AFTER TAX SALE	05/04/17	16
Original	Payment Date: 05/04/17		Payment Reference: 13713	432							
Sewer				13	1 001R	45.00-	33.32-	78.32-CK 1103	PD AFTER TAX SALE	05/04/17	17
Original	Payment Date: 05/04/17		Payment Reference: 13713	431							
Sewer				12	4 001R	43.50-	33.80-	77.30-CK 1103	PD AFTER TAX SALE	05/04/17	18
Original	Payment Date: 05/04/17		Payment Reference: 13713	430							



Type	Id	Name/Comment	Subseq	Cert Num	Yr/Prd Code	Principal	Penalty	Total	Mthd	Chk Id	Description	Date	Seq
Outside Buyer	Subseq	Adj Code				Instal	Int						
Sewer	40001003-0	BEVANS, SAMAD	3902.01	1.06	Continued								
Original	Payment Date: 05/04/17		Payment Reference: 13713	429	12 3 001R	43.50-	35.75-	79.25-CK 1103			PD AFTER TAX SALE	05/04/17	19
Sewer	Original	Payment Date: 05/04/17	Payment Reference: 13713	428	12 2 001R	43.50-	37.70-	81.20-CK 1103			PD AFTER TAX SALE	05/04/17	20
Sewer	Original	Payment Date: 05/04/17	Payment Reference: 13713	427	12 1 001R	43.50-	39.65-	83.15-CK 1103			PD AFTER TAX SALE	05/04/17	21
Sewer	Original	Payment Date: 05/04/17	Payment Reference: 13713	426	11 4 001R	43.50-	41.60-	85.10-CK 1103			PD AFTER TAX SALE	05/04/17	22
Sewer	Original	Payment Date: 05/04/17	Payment Reference: 13713	425	11 3 001R	43.50-	43.55-	87.05-CK 1103			PD AFTER TAX SALE	05/04/17	23
Sewer	Original	Payment Date: 05/04/17	Payment Reference: 13713	424	11 2 001R	43.50-	45.50-	89.00-CK 1103			PD AFTER TAX SALE	05/04/17	24
Sewer	Original	Payment Date: 05/04/17	Payment Reference: 13713	423	11 1 001R	43.50-	47.45-	90.95-CK 1103			PD AFTER TAX SALE	05/04/17	25
Sewer	Original	Payment Date: 05/04/17	Payment Reference: 13713	422	10 4 001R	42.00-	47.88-	89.88-CK 1103			PD AFTER TAX SALE	05/04/17	26
Sewer	Original	Payment Date: 05/04/17	Payment Reference: 13713	421	10 3 001R	42.00-	49.77-	91.77-CK 1103			PD AFTER TAX SALE	05/04/17	27
Sewer	Original	Payment Date: 05/04/17	Payment Reference: 13713	420	10 2 001R	42.00-	51.66-	93.66-CK 1103			PD AFTER TAX SALE	05/04/17	28
Sewer	Original	Payment Date: 05/04/17	Payment Reference: 13713	419	10 1 001R	42.00-	53.55-	95.55-CK 1103			PD AFTER TAX SALE	05/04/17	29
Sewer	Original	Payment Date: 05/04/17	Payment Reference: 13713	418	09 4 001R	40.50-	53.68-	94.18-CK 1103			PD AFTER TAX SALE	05/04/17	30
Sewer	Original	Payment Date: 05/04/17	Payment Reference: 13713	417	09 3 001R	40.50-	55.51-	96.01-CK 1103			PD AFTER TAX SALE	05/04/17	31
Sewer	Original	Payment Date: 05/04/17	Payment Reference: 13713	416	09 2 001R	40.50-	57.34-	97.84-CK 1103			PD AFTER TAX SALE	05/04/17	32
Sewer	Original	Payment Date: 05/04/17	Payment Reference: 13713	415	09 1 001R	40.50-	59.17-	99.67-CK 1103			PD AFTER TAX SALE	05/04/17	33
Sewer	Original	Payment Date: 05/04/17	Payment Reference: 13713	414	08 4 001R	39.00-	59.00-	98.00-CK 1103			PD AFTER TAX SALE	05/04/17	34

Account 40001003-0 Total: 2,567.20-

**RESOLUTION FOR RENEWAL OF MEMBERSHIP  
IN THE  
NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND**

**WHEREAS**, the Pennsauken Sewerage Authority is a member of the New Jersey Utility Authorities Joint Insurance Fund; and

**WHEREAS**, said renewed membership terminates as of December 31, 2017 unless earlier renewed by agreement between the Authority and the Fund; and

**WHEREAS**, the Authority desires to renew said membership;

**NOW THEREFORE**, be it resolved as follows:

1. The Pennsauken Sewerage Authority agrees to renew its membership in the New Jersey Utility Authorities Joint Insurance Fund and to be subject to the Bylaws, Rules and Regulations, coverages, and operating procedures thereof as presently existing or as modified from time to time by lawful act of the Fund.
2. The Governing Body shall be and hereby are authorized to execute the agreement to renew membership annexed hereto and made a part hereof and to deliver same to the New Jersey Utility Authorities Joint Insurance Fund evidencing the Authority's intention to renew its membership.

This Resolution agreed to this 19<sup>th</sup> day of September, 2017 by a vote of:

<u>4</u>	Affirmative
<u>0</u>	Negative
<u>1</u>	Absent

ATTEST

  
 \_\_\_\_\_  
 Marco DiBattista, Treasurer

9/19/17  
 \_\_\_\_\_  
 Date

CHAIRPERSON

  
 \_\_\_\_\_  
 Oren Lutz, Chairman

  
 \_\_\_\_\_  
 Bill Orth, Secretary

**ROLL CALL:**

- Mr. Lutz - Yes
- Mr. Schofield - Yes
- Mr. Archible - Yes
- Mr. Ellis - Yes
- Mr. Pennestri - Absent

**ADOPTED: September 19, 2017**

**RESOLUTION OF THE PENNSAUKEN SEWERAGE  
AUTHORITY AUTHORIZING THE PURCHASE OF A  
TRUCK MOUNTED HYDRAULIC SEWER CLEANING  
MACHINE**

**WHEREAS**, the Pennsauken Sewerage Authority (“PSA”) having met in regular session of September 19, 2017; and

**WHEREAS**, the PSA desires to purchase a truck mounted hydraulic sewer cleaning machine, and having duly advertised for and received bids for same; and

**WHEREAS**, one qualified bid was received from Gran Turk Equipment Co., Inc..

**NOW THEREFORE BE IT RESOLVED**, that the Pennsauken Sewerage Authority shall purchase from Gran Turk Equipment Co., Inc., a truck mounted hydraulic sewer cleaning machine in an amount of \$369,392.50.



Bill Orth, Secretary

**ROLLCALL:**

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

**ADOPTED: September 19, 2017**

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

See Treasurer's Report

The Chairman asked the Superintendent, Thom 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. Ellis – No Report
- Mr. Archible – No Report
- Mr. Pennestri – Absent

The Chairman asked the Solicitor for his report.

The Solicitor, David Luthman, had nothing to report.

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

Mr. Orth had nothing to report.

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

Respectfully submitted,

  
Bill Orth, Secretary

Correspondence

#1 Ltr from Ed Steck, T & M re Station 14 Improvements.....7/21/17

**PENNSAUKEN SEWERAGE AUTHORITY**  
**REVENUES-JANUARY 1, 2017 - DECEMBER 31, 2017**  
**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	2,655,000.00	\$ 145,505.44	\$ 1,961,627.32	\$ 201.50	\$ 2,627,136.50
4004 COMMERCIAL	1,260,000.00	\$ 223,282.93	\$ 1,070,865.75	\$ 36,193.13	\$ 983,820.52
4005 PENALTY	35,000.00	\$ 1,841.75	\$ 30,492.73	\$ 2,864.75	\$ 26,714.62
4002 MERCH	205,000.00		\$ 104,162.55		\$ 208,323.10
4003 C/H	31,000.00	\$ 27,385.84	\$ 31,925.00		\$ 9,078.32
4012 OTHER INCOME	3,000.00		\$ 1,350.00		\$ 4,747.00
4013 INVEST INT	1,000.00	\$ 380.24	\$ 2,570.25		\$ 2,570.25
4014 TRUSTEE INT	5,000.00		\$ 2,444.52		\$ 2,444.52
4016 PERMITS (RES)	5,000.00	\$ 300.00	\$ 3,275.00		\$ 3,275.00
4019 PERMITS (COMM)	25,000.00		\$ 1,405.00		\$ 1,405.00
4021-PERMITS (MERCH)	1,000.00		\$ -		\$ -
4020-JIF INS PREMIUM	12,000.00		\$ -		\$ -
4017-18- FILING-INSP.	\$500.00		\$ 60.00		\$ 60.00
4050 INT./NOTES PAY.	500.00	12.95	\$ 244.96		\$ 244.96
Anticipated Balance	-				
<b>TOTALS</b>	<b>4,239,000.00</b>	<b>398,709.15</b>	<b>3,210,423.08</b>	<b>39,259.38</b>	<b>3,869,819.79</b>
		<u>BUDGET</u>	<u>MTD</u>	<u>YTD</u>	<u>REMARKS</u>
ASSETS/CAPITAL		\$ 290,000.00	\$ -		

<u>CASH BALANCES</u>	<u>AMOUNT</u>
GENERAL CHECKING	\$1,769,497.44
PAYROLL	\$15,040.41
REVENUE	\$ 112,474.05
DEBT. SERVICE	
DEBT. SERV. RESERVE	\$ 54,597.54
R & R	\$ 251,251.06
GENERAL	\$ 255,159.14

**Investments under Trustee Accounts:**

51,780.98	CD with 1st Colonial Bank @ 1.5% - MATURES 07/23/18
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
101,997.25	CD with 1st Colonial Bank @ 1.5% - Matures 4/29/2019
268,828.25	Money Market

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

M. Rawle	\$6,813.97
D. Brittin	\$4,649.57
D. Peluso	\$700.22
J. Schonewolf	\$185.07

C. Jimenez	\$909.63	<b>\$ 13,810.55</b>
E. Black	\$552.09	

Revenue Account Range: 01-00-410-000 to 01-00-430-001 Include Non-Anticipated: Yes Year To Date As Of: 08/31/17  
 Expend Account Range: 01-01-510-500 to 01-03-600-002 Include Non-Budget: Yes Current Period: 08/01/17 to 08/31/17  
 Print Zero YTD Activity: No Prior Year: 08/01/16 to 08/31/16

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
01-00-410-001	Residential	52.25-	2,655,135.63	201.50	2,627,136.50	0.00	27,999.13-	99
01-00-410-002	Merchantville	0.00	205,000.00	0.00	208,323.10	0.00	3,323.10	102
01-00-410-003	Cherry Hill	0.00	31,000.00	27,385.84	36,464.16	0.00	5,464.16	118
01-00-410-004	Commercial	35,411.05	1,260,000.00	36,193.13	983,820.52	0.00	276,179.48-	78
01-00-410-005	A/R Penalty	3,435.11	35,000.00	2,864.75	26,714.62	0.00	8,285.38-	76
01-00-415-001	Permits - Residential	100.00	5,000.00	300.00	3,375.00	0.00	1,625.00-	68
01-00-415-002	Permits - Commercial	0.00	25,000.00	0.00	100.00	0.00	24,900.00-	0
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	25.00	4,772.00	0.00	1,772.00	159
01-00-420-002	Application and Inspection Fees	0.00	500.00	0.00	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	1,306.41	500.00	12.95	244.96	0.00	255.04-	49
01-00-425-001	Interest from Operating Fund	298.02	1,000.00	380.24	2,561.35	0.00	1,561.35	256
01-00-425-002	Interest from Trustee Accounts	0.00	5,000.00	0.00	2,440.02	0.00	2,559.98-	49
	OPERATING REVENUES Revenue Total	40,498.34	4,239,135.63	67,363.41	3,896,012.23	0.00	343,123.40-	92

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	61,786.00	255,000.00	23,480.00	164,174.01	0.00	90,825.99	64
01-01-510-502	ADMIN Office Staff	27,955.81	300,000.00	22,189.75	176,051.53	0.00	123,948.47	59
01-01-510-503	ADMIN: Commissioners	1,250.00	15,000.00	1,500.00	12,000.00	0.00	3,000.00	80
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 Liab'l	0.00	101,720.00	0.00	101,720.00	0.00	0.00	100
01-01-510-602	ADMIN: FICA/SOCIAL SECURITY/MEDICARE	8,400.49	50,000.00	2,579.01	30,612.96	0.00	19,387.04	61
01-01-510-603	ADMIN: SUI/SDI/FLI	73.34	4,000.00	51.75	2,833.08	0.00	1,166.92	71
01-01-510-604	ADMIN: Hospital Benefits	13,340.16	150,000.00	11,085.23	93,509.34	0.00	56,490.66	62
01-01-510-605	ADMIN: Vision, Dental & Rx	3,879.60	57,000.00	3,745.32	36,133.96	0.00	20,866.04	63
01-01-510-607	ADMIN: Sick/Vac Payback	15,488.00	65,000.00	0.00	45,966.25	0.00	19,033.75	71
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	3,033.34	13,650.03	0.00	6,349.97	68
01-01-510-722	ADMIN: Audit	0.00	36,000.00	0.00	33,770.00	0.00	2,230.00	94
01-01-510-723	ADMIN: Other Professional Fees	687.50	20,000.00	0.00	512.50	0.00	19,487.50	3
01-01-510-736	ADMIN: Public Officials Liab.	0.00	7,000.00	0.00	7,703.66	0.00	703.66-	110
01-01-510-750	ADMIN: Office Supplies & Expense	242.79	11,000.00	950.01	7,097.04	0.00	3,902.96	65

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
01-01-510-751	ADMIN: Postage	0.00	16,000.00	0.00	4,735.90	0.00	11,264.10	30
01-01-510-752	ADMIN: Advertising & Printing	0.00	15,000.00	0.00	5,161.89	0.00	9,838.11	34
01-01-510-753	ADMIN: Telephone	1,666.61	23,000.00	1,486.69	12,779.46	0.00	10,220.54	56
01-01-510-754	ADMIN: Miscellaneous Exp	345.73	3,585.00	0.00	0.00	0.00	3,585.00	0
01-01-510-755	ADMIN: Service Contracts	268.67	15,000.00	249.99	12,718.87	0.00	2,281.13	85
01-01-510-756	ADMIN: Equipment Rental	747.00	4,000.00	0.00	1,494.00	0.00	2,506.00	37
01-01-510-757	ADMIN: Building Utilities	1,724.61	35,000.00	1,349.71	11,853.66	0.00	23,146.34	34
01-01-510-758	ADMIN: Building Exp. & Repairs	510.42	17,000.00	292.98	8,651.84	0.00	8,348.16	51
01-01-510-759	ADMIN: Financial Exp	345.00	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	424.20	8,000.00	0.00	4,426.46	0.00	3,573.54	55
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	OBW: Union salaries	79,457.70	943,000.00	75,735.16	552,357.72	0.00	390,642.28	59
01-02-520-506	OBW: Management salaries	26,910.00	195,000.00	18,620.00	130,266.00	0.00	64,734.00	67
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	OBW: PERS	0.00	101,720.00	0.00	104,598.90	0.00	2,878.90-	103
01-02-520-602	OBW: FICA/SOCIAL SECURITY/MEDICARE	6,528.23	95,000.00	5,860.59	51,826.05	0.00	43,173.95	55
01-02-520-603	OBW: SUI/SDI/FLI	28.70	6,000.00	36.02	4,202.80	0.00	1,797.20	70
01-02-520-604	OBW: Hospitalization Benefits	52,482.59	323,000.00	26,158.49	229,837.60	0.00	93,162.40	71
01-02-520-605	OBW: Vision, Dental & Rx	13,332.30	116,500.00	8,905.34	78,409.30	0.00	38,090.70	67
01-02-520-607	OBW: Sick/Vac Payback	1,732.00	93,000.00	1,334.00	11,208.00	0.00	81,792.00	12
01-02-520-608	OBW: Uniform Exp.	0.00	8,000.00	987.89	8,091.83	0.00	91.83-	101
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	OBW: Engineer Fees	0.00	40,000.00	851.26	31,354.84	0.00	8,645.16	78
01-02-520-731	OBW: General Liability/Auto Ins	0.00	27,500.00	0.00	21,200.46	0.00	6,299.54	77
01-02-520-732	OBW: Worker's Comp Insurance	0.00	53,000.00	0.00	43,439.08	0.00	9,560.92	82
01-02-520-733	OBW: Property	0.00	46,500.00	0.00	45,592.61	0.00	907.39	98
01-02-520-735	OBW: Fund Expense (JIF)	0.00	10,000.00	0.00	4,657.88	0.00	5,342.12	47
01-02-520-741	OBW: Uninsured Liabilities	0.00	10,000.00	0.00	1,798.90	0.00	8,201.10	18
01-02-520-755	OBW: Service contracts	2,071.00	30,000.00	1,734.00	16,472.00	0.00	13,528.00	55
01-02-520-764	OBW: Station Utilities	12,431.05	200,000.00	11,664.78	86,323.24	0.00	113,676.76	43
01-02-520-765	OBW: Trash Removal	312.22	12,000.00	179.75	2,311.11	0.00	9,688.89	19
01-02-520-766	OBW: Oper & Maint Expense	1,882.82	31,000.00	2,404.38	13,808.63	0.00	17,191.37	45
01-02-520-767	OBW: Safety Expense	97.25	5,000.00	1,688.71	3,817.99	0.00	1,182.01	76
01-02-520-768	OBW: Landscaping	775.00	2,000.00	0.00	62.99	0.00	1,937.01	3
01-02-520-769	OBW: Vehicle & Repair Exp	430.88	40,000.00	1,009.04	10,877.10	0.00	29,122.90	27
01-02-520-770	OBW: Fuel/Tolls/Mileage Exp	104.37	50,000.00	9,309.75	9,639.89	0.00	40,360.11	19
01-02-520-771	OBW: Collection System Expense	2,713.33	60,000.00	619.98	43,957.41	0.00	16,042.59	73
01-02-520-772	OBW: Emergency Repairs	0.00	140,000.00	8,690.00	29,842.00	0.00	110,158.00	21

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	130,000.00	9,864.52	104,365.14	0.00	25,634.86	80
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	150.00	3,000.00	0.00	648.00	0.00	2,352.00	22
01-03-600-001	Bond Debt (Principal)	33,694.91	45,550.00	0.00	11,847.45	0.00	33,702.55	26
01-03-600-002	Bond Debt (Interest)	3,709.28	6,925.00	0.00	3,462.50	0.00	3,462.50	50
	OPERATING FUND Expend Total	379,496.23	4,239,000.00	257,647.44	2,477,778.86	0.00	1,761,221.14	58
Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expended	Total Available Revenues
01	OPERATING FUND	40,498.34	67,363.41	3,896,012.23	379,496.23	257,647.44	2,477,778.86	1,418,233.37



Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expended	Total Available Revenues
	Final Total	40,498.34	67,363.41	3,896,012.23	379,496.23	257,647.44	2,477,778.86	1,418,233.37

## Superintendent's Report

Meeting of September 19, 2017

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

In regular and preventative maintenance we flushed 57,211 feet of gravity sewer main. 420 feet was root cut and 8,405 feet was inspected using our CCTV equipment. We responded to 42 calls for service. The call breakdown is as follows:

Main Line stoppages:	2
Vent stoppages:	13
Station alarms:	8
Miscellaneous services:	19

Respectfully submitted,



Thomas M. Tillinghast  
Superintendent



**YOUR GOALS. OUR MISSION.**

PNSA-16002

July 21, 2017

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 14 Improvements**

Dear Mr. Orth,

T&M Associates (T&M) is pleased to present this proposal to the Pennsauken Sewerage Authority for professional engineering services for the improvements of Pump Station 14 in Pennsauken, NJ.

### **PROJECT UNDERSTANDING/PROJECT APPROACH**

T&M understands that the PSA desires to enclose the currently exposed set of floor hatches, covering a wet-well, located within the footprint of the concrete slab of Pump Station 14. This improvement is being proposed because gas from the wet-well is escaping and causing an unpleasant odor to adjacent properties.

The improvements will include a 3-walled structure, with all external features matching the existing brick building as closely as possible. The exposed side of the end-wall closest to the hatches will become an interior face of the new building, and a new door will be installed for access. The current roof vent system will be extended through the new building, and a wall vent will be installed. The PSA shall understand that by performing these modifications, the gases will be redirected, not completely eliminated.

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

### **SCOPE OF SERVICES**

#### **TASK 1 CONTRACT PLANS AND SPECIFICATIONS**

T&M will measure and document existing items of the building to develop a concept plan, which will become part of the contract construction plan and use this as the basis of design. We will prepare the CAD floor plan, interior and exterior wall sections and details, reflected ceiling plan and details, electrical and lighting plans, HVAC ductwork relocation plan, and the project technical specifications and front-end bid documents.

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,



**YOUR GOALS. OUR MISSION.**

July 21, 2017  
Pump Station 14 Improvements  
Page 2

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.

T&M proposes to perform the following design and engineering tasks for the project.

#### Building Design

T&M will provide building design for the improvements including space layout and clearances and the development of the floor plans, roof plans, wall sections and details, interior and exterior material specifications for windows, doors, walls and ceiling finishes and the exterior finish system for bidding and construction.

#### Electrical Engineering / Heating & Ventilation

T&M will provide electrical engineering design for the new lighting and location, and wiring of the components of the new building.

T&M will also provide an HVAC plan showing the extension of the existing roof venting through the new addition, as well as specify a wall vent to eliminate the build-up of gases within the new space.

#### Bidding Specifications

T&M will provide bidding specifications and technical specifications for construction prepared in Construction Specification Institute (CSI) format.

## **TASK 2 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.



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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 3 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 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 eight (8) hours per week for (4) weeks of construction.
2. T&M Project Manager will assist in conducting the Pre-Construction Meeting plus two (2) 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.
4. Review and coordinate submittals including Contractors schedule, shop drawings, product data and samples and material certifications for conformance with contract documents.
5. Respond to contract document interpretation requests and other requests for information from the contractor and assist in resolution of questions and/or disputes.
6. Review contractors monthly estimates of work performed and invoices submitted for payment and make recommendations to the Authority for payment. Prepare monthly estimates of payment to the Contractor.
7. Review for acceptance final as-built construction drawings and O&M manuals as prepared by the contractor.



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8. Perform final site visit. Prepare and administer corrective action lists and prepare final closeout documents including Final Payment Certificate and Change Order.
9. 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

- T&M is aware that there are no existing plans of the structure available for review.
- T&M understands, per the Authority, that there was an existing building over the wet wells in the same location as the proposed addition. Therefore, due to the unavailability of original construction plans, it shall be assumed that the existing wet well perimeter foundation walls will adequately support the proposed building addition loads.
- Additional work, outside of the Scope of Work of this proposal, will not be undertaken without written authorization from the Client.
- 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 electrical and lighting improvements and that the existing HVAC units are adequate for heating and cooling the new spaces.

### SCHEDULE

T&M proposes to complete the outlined tasks within six (6) weeks of authorization to proceed.

### FEE SUMMARY

All professional services described in the Scope of Services will be completed for a lump sum fee of **\$36,100.00** based on the following breakdown of services. Additional services will not be performed without prior written authorization from you.

TASK 1 – Contract Plans and Specifications	\$ 19,800.00
TASK 2 – Bidding Assistance and Contract Award	\$ 2,500.00
TASK 3 – Construction Administration	\$ 13,800.00
<b>TOTAL</b>	<b>\$ 36,100.00</b>



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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,

Edwin J. Steck, PE, CME  
*Senior Vice President*

cc: Thom Tillinghast, PSA  
Maxwell Peters, PE, T&M  
Mark Hansen, T&M  
Anthony Agostinelli, T&M