

Meeting of September 19, 2023

The Chairman, Oren 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.

The Chairman 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.

The Chairman asked for roll call. The following Commissioners were present:

Mr. Oren Lutz  
Mr. Gregory Schofield  
Mr. Dennis Archible  
Mr. Timothy Ellis  
Mrs. Marie McKenna

Also present were:

Mr. William Orth, Executive Director  
Mr. Marco DiBattista, Assistant Director  
Mr. Anthony Figueroa, Superintendent  
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. Ellis, seconded by Mr. Archible and carried to close the public portion of the meeting.

The minutes of the meeting of August 15, 2023 were presented for approval.

A motion was made by Mr. Schofield, seconded by Mr. Archible to approve the minutes as presented. On roll call all Commissioners present voted yes and the motion carried.

The Chairman stated the amount of bills to be paid is \$323,264.31.

A motion was made by Mr. Ellis, seconded by Mr. Archible, to approve payment of the bills as presented. On roll call all Commissioners present voted yes and the motion carried.

See Bill List Attached

Approval of Utility Bill Adjustment Nos. 4157, 4158, 4160, 4163, 4166, 4168, 4169 and 4172 and Utility Balance Adjustment Nos. 25360 and 25411.

A motion was made by Mr. Archible, seconded by Mr. Ellis to approve the Bill and Balance Adjustments. On roll call all Commissioners present voted yes and the motion carried.

**SEPTEMBER 19, 2023**

**PENNSAUKEN SEWERAGE AUTHORITY**

**MEETING FIGURE:**

**\$323,264.31**

Range of Checking Accts: OPER MAN WIRE to OPERATING      Range of Check Dates: 08/16/23 to 09/19/23  
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			
3517	08/22/23	PAYROLL PAYROLL ACCOUNT	41,961.67	08/31/23	2827
3518	08/29/23	PAYROLL PAYROLL ACCOUNT	82,112.30	08/31/23	2829
3519	09/05/23	PAYROLL PAYROLL ACCOUNT	36,868.75		2831
3520	09/12/23	PAYROLL PAYROLL ACCOUNT	38,400.51		2833
3521	09/19/23	PAYROLL PAYROLL ACCOUNT	36,059.25		2836

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	5	0	235,402.48	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	<u>5</u>	<u>0</u>	<u>235,402.48</u>	<u>0.00</u>

OPERATING	OPERATING ACCOUNT	Amount Paid	Reconciled/Void	Ref Num
31685	08/21/23 CUES CUES	981.00	08/31/23	2826
31686	09/19/23 20003000 ENID ESTRADA	11.20		2838
31687	09/19/23 30549000 CONNECTION PROPERTY MANAGEMENT	112.30		2838
31688	09/19/23 70155000 ORVILLE CAMPBELL	100.00		2838
31689	09/19/23 7OIL 7 OIL COMPANY INC	669.30		2838
31690	09/19/23 ABCON AB-CON EXTERMINATING INC.	70.00		2838
31691	09/19/23 ADVANCE ADVANCE AUTO PARTS	279.96		2838
31692	09/19/23 BELSITOR RICHARD J BELSITO	329.70		2838
31693	09/19/23 BOWMAN BOWMAN & COMPANY, LLP	8,000.00		2838
31694	09/19/23 BURLTIME BURLINGTON COUNTY TIMES	299.00		2838
31695	09/19/23 CANON CANON SOLUTIONS AMERICA	28.56		2838
31696	09/19/23 CCMUA CAMDEN COUNTY MUA	88.00		2838
31697	09/19/23 COMCAST COMCAST	354.42		2838
31698	09/19/23 COOPER CUH EMPLOYEE ASSISTANCE PROG	945.00		2838
31699	09/19/23 CUMMINGS JAMES J. CUMMINGS, JR.	164.90		2838
31700	09/19/23 D AND D D & D ADVERTISING	575.00		2838
31701	09/19/23 DELTA DELTA DENTAL OF NJ, INC.	4,186.47		2838
31702	09/19/23 DOYLE James J. Doyle	164.90		2838
31703	09/19/23 EVOQUA EVOQUA WATER TECHNOLOGIES LLC	2,485.00		2838
31704	09/19/23 FOSTER FOSTER AND FOSTER CONSULTING	1,700.00		2838
31705	09/19/23 GALETON GALETON, INC.	197.79		2838
31706	09/19/23 GKEICH GARY KEICH	164.90		2838
31707	09/19/23 GRAINGER GRAINGER	648.99		2838
31708	09/19/23 HAINES Haines Farm & Garden Supply	37.90		2838
31709	09/19/23 INGRAM WILLIAM INGRAM	164.90		2838
31710	09/19/23 JERSMAIL JERSEY MAIL SYSTEMS LLC	129.93		2838
31711	09/19/23 JKRAMER JOSEPH KRAMER	164.90		2838
31712	09/19/23 LOUGHERY BERNADETTE A LOUGHERY	164.90		2838
31713	09/19/23 LUTHMAN DAVID A. LUTHMAN	1,516.67		2838
31714	09/19/23 MACANANY PATRICIA MACANANY	308.05		2838
31715	09/19/23 MM Municipal Maintenance Co. Inc.	15,028.05		2838
31716	09/19/23 MOWER THE MOWER SHOP LLC	24.26		2838
31717	09/19/23 MPWC MPWC	2,160.00		2838
31718	09/19/23 NJAMERWA NEW JERSEY AMERICAN WTR CO INC	356.51		2838
31719	09/19/23 NJAWSTA NEW JERSEY AMERICAN WATER	117.02		2838
31720	09/19/23 NJWE NJ WATER ENVIRONMENT ASSOC.	945.00		2838
31721	09/19/23 OCC ONE CALL CONCEPTS, INC.	283.14		2838

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
OPERATING		OPERATING ACCOUNT	Continued		
31722	09/19/23	ORTH WILLIAM ORTH	159.34		2838
31723	09/19/23	PENNVIEW PENNVIEW PARTNERS, LLC	53.23		2838
31724	09/19/23	PFLUGFEL DEBORAH PFLUGFELDER	164.90		2838
31725	09/19/23	PSEG PUBLIC SERVICE ELEC & GAS CO.	34,120.12		2838
31726	09/19/23	R ORTH ORTH, REGINA	329.70		2838
31727	09/19/23	REPUBLIC REPUBLIC SERVICES OF NJ, LLC	338.55		2838
31728	09/19/23	RINGRAM RICHARD INGRAM	329.70		2838
31729	09/19/23	SCHWER SCHWERING HARDWARE, LLC	243.19		2838
31730	09/19/23	SEWEREQ SEWER EQUIPMENT CO OF AMERICA	248.82		2838
31731	09/19/23	STEWART STEWART BUSINESS SYSTEMS	90.83		2838
31732	09/19/23	SYSTEM4 SYSTEM 4 OF SOUTHERN NJ	378.00		2838
31733	09/19/23	TILLING THOMAS M TILLINGHAST	230.80		2838
31734	09/19/23	TWPPENN TOWNSHIP OF PENNSAUKEN	2,270.40		2838
31735	09/19/23	UNIFIRST UNIFIRST FIRST AID CORP	130.49		2838
31736	09/19/23	UNUM UNUM LIFE INSUR CO OF AMERICA	1,461.51		2838
31737	09/19/23	VAN AIR VAN-AIR & HYDRAULICS	561.80		2838
31738	09/19/23	VERIZOFF VERIZON	1,353.55		2838
31739	09/19/23	VERIZON VERIZON WIRELESS	515.93		2838
31740	09/19/23	WBMASON W.B. MASON CO., INC.	705.50		2838
31741	09/19/23	WINNER WINNER FORD	217.85		2838

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	57	0	87,861.83	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	57	0	87,861.83	0.00

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	62	0	323,264.31	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	62	0	323,264.31	0.00



See Journals Attached

The Chairman moved to Old Business.

There was no Old Business.

The Chairman moved to New Business.

A. Resolution 23-31 – Authorizing to Close an Escrow Account for Pennview Plaza.

A motion was made by Mr. Schofield, seconded by Mr. Archible, to approve Resolution 23-31 Authorizing to Close an Escrow Account for Pennview Plaza. On roll call all Commissioners present voted yes and the motion carried.

See Resolution 23-31

B. Resolution 23-32 – Certifying Review of F/Y 2022 Audit Report

A motion was made by Mr. Schofield, seconded by Mr. Archible, to approve Resolution 23-32 Certifying Review of F/Y 2022 Audit Report. On roll call all Commissioners present voted yes and the motion carried.

See Resolution 23-32

C. Approval of Budget Figures for 2024 to be added to State Forms.

A motion was made by Mr. Archible, seconded by Mr. Ellis, to approve the budget figures for 2024 to be added to State forms. On roll call all Commissioners present voted yes.

See Budget Forms for 2024

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

See Treasurer's Report

The Chairman asked the Superintendent, Anthony Figueroa, for his report.

See Superintendent's Report

The Chairman asked for the Engineer's reports.

No Engineers were present.

The Chairman asked the Commissioners for any reports.

August 22, 2023  
12:43 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:	4157
	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, 2023  
12:41 PM

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
51226000-0 NGUYEN, GIANG	Sewer	S10	B	23	3	51.50-	0.00	51.50-	CHG TO S11 SR RATE	N		08/22/23	1
51226000-0 NGUYEN, GIANG	Sewer	S11	B	23	3	25.75	0.00	25.75	CHG TO S11 SR RATE	N		08/22/23	2
51226000-0 NGUYEN, GIANG	Sewer	S10	B	23	4	51.50-	0.00	51.50-	CHG TO S11 SR RATE	N		08/22/23	3
51226000-0 NGUYEN, GIANG	Sewer	S11	B	23	4	25.75	0.00	25.75	CHG TO S11 SR RATE	N		08/22/23	4

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Batch: CINDY	Updated Billings:	8 Flat:	103.00-	Exc:	0.00	Ref Num:	4158
	Updated Deductions:	0 Flat:	0.00	Exc:	0.00		
	Total Entries:	8 Flat:	103.00-	Exc:	0.00	Total Updated:	103.00-

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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
21228000-0 FRANK, KEVIN	Sewer	S10	B	23	3	51.50-	0.00	51.50-	CHG TO S11 SR RATE	N		08/22/23	1
21228000-0 FRANK, KEVIN	Sewer	S11	B	23	3	25.75	0.00	25.75	CHG TO S11 SR RATE	N		08/22/23	2
21228000-0 FRANK, KEVIN	Sewer	S10	B	23	4	51.50-	0.00	51.50-	CHG TO S11 SR RATE	N		08/22/23	3
21228000-0 FRANK, KEVIN	Sewer	S11	B	23	4	25.75	0.00	25.75	CHG TO S11 SR RATE	N		08/22/23	4
21145000-0 PALMER BOYKIN, LORRAINE	Sewer	S10	B	23	3	51.50-	0.00	51.50-	CHG TO S11 SR RATE	N		08/22/23	5
21145000-0 PALMER BOYKIN, LORRAINE	Sewer	S11	B	23	3	25.75	0.00	25.75	CHG TO S11 SR RATE	N		08/22/23	6
21145000-0 PALMER BOYKIN, LORRAINE	Sewer	S10	B	23	4	51.50-	0.00	51.50-	CHG TO S11 SR RATE	N		08/22/23	7
21145000-0 PALMER BOYKIN, LORRAINE	Sewer	S11	B	23	4	25.75	0.00	25.75	CHG TO S11 SR RATE	N		08/22/23	8

August 23, 2023  
10:00 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:	4160
	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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August 23, 2023  
09:58 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
31263000-0 KIRK, FELICIA	Sewer	S10	B	23	4	51.50-	0.00	51.50-	CHG TO S11 SR RATE	N		08/23/23	1
31263000-0 KIRK, FELICIA	Sewer	S11	B	23	4	25.75	0.00	25.75	CHG TO S11 SR RATE	N		08/23/23	2

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Batch: CINDY	Updated Billings:	4 Flat:	51.50-	Exc:	0.00	Ref Num:	4163
	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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Batch Id: CINDY

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Account Id	Service	Code	Type	Yr	Prd	Flat	Excess	Total	Descript	Prorate	Flag	Date	Seq
50259000-0	Sewer	S10	B	23	3	51.50-	0.00	51.50-	CHG TO S11 SR RATE	N		08/23/23	1
ROBERTS, KATHLEEN													
50259000-0	Sewer	S11	B	23	3	25.75	0.00	25.75	CHG TO S11 SR RATE	N		08/23/23	2
ROBERTS, KATHLEEN													
50259000-0	Sewer	S10	B	23	4	51.50-	0.00	51.50-	CHG TO S11 SR RATE	N		08/23/23	3
ROBERTS, KATHLEEN													
50259000-0	Sewer	S11	B	23	4	25.75	0.00	25.75	CHG TO S11 SR RATE	N		08/23/23	4
ROBERTS, KATHLEEN													

August 29, 2023  
07:40 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:	4166
	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 29, 2023  
07:39 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
40012289-0 RUIZ, REINALDO	Sewer	S10	B	23	3	51.50-	0.00	51.50-	CHG TO S11 SR RATE	N		08/29/23	1
40012289-0 RUIZ, REINALDO	Sewer	S11	B	23	3	25.75	0.00	25.75	CHG TO S11 SR RATE	N		08/29/23	2
40012289-0 RUIZ, REINALDO	Sewer	S10	B	23	4	51.50-	0.00	51.50-	CHG TO S11 SR RATE	N		08/29/23	3
40012289-0 RUIZ, REINALDO	Sewer	S11	B	23	4	25.75	0.00	25.75	CHG TO S11 SR RATE	N		08/29/23	4

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Batch: CINDY	Updated Billings:	4 Flat:	51.50-	Exc:	0.00	Ref Num:	4168
	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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Batch Id: CINDY

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Account Id	Service	Code	Type	Yr	Prd	Flat	Excess	Total	Descript	Prorate	Flag	Date	Seq
50012438-0 EAKINS, MARY	Sewer	S10	B	23	3	51.50-	0.00	51.50-	CHG TO S11 SR RATE	N		09/07/23	1
50012438-0 EAKINS, MARY	Sewer	S11	B	23	3	25.75	0.00	25.75	CHG TO S11 SR RATE	N		09/07/23	2
50012438-0 EAKINS, MARY	Sewer	S10	B	23	4	51.50-	0.00	51.50-	CHG TO S11 SR RATE	N		09/07/23	3
50012438-0 EAKINS, MARY	Sewer	S11	B	23	4	25.75	0.00	25.75	CHG TO S11 SR RATE	N		09/07/23	4

September 8, 2023  
11:20 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:	4169
	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 8, 2023  
11:19 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
11469000-0 HARVEY, ROMONA	Sewer	S10	B	23	4	51.50-	0.00	51.50-	CHG TO S11 SR RATE	N		09/08/23	1
11469000-0 HARVEY, ROMONA	Sewer	S11	B	23	4	25.75	0.00	25.75	CHG TO S11 SR RATE	N		09/08/23	2



September 12, 2023  
09:38 AM

PENNSAUKEN SEWERAGE AUTHORITY  
Utility Bill Adjustment Batch Update Report

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Batch: CINDY	Updated Billings:	2 Flat:	7,839.60-	Exc:	0.00	Ref Num:	4172
	Updated Deductions:	0 Flat:	0.00	Exc:	0.00		
	Total Entries:	2 Flat:	7,839.60-	Exc:	0.00	Total Updated:	7,839.60-

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September 12, 2023  
09:32 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
90317000-4 CAMDEN COUNTY VOC	Sewer	S31	B	23	2	7,908.02-	0.00	7,908.02-	METER READ ADJ	N		09/12/23	1
90317000-4 CAMDEN COUNTY VOC	Sewer	S31	B	23	2	68.42	0.00	68.42	METER READ ADJ	N		09/12/23	2

September 5, 2023  
12:00 PM

PENNSAUKEN SEWERAGE AUTHORITY  
Utility Balance Adjustment Batch Update Report

Page No: 1

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Batch: CINDY Updated Entries: 1 Updated Principal: 0.00 Updated Penalty: 0.77- Ref Num: 25360

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September 5, 2023  
12:00 PM

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

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Batch Id: CINDY

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Account Id Name	Service	Adj Code	Bill Code Transaction Type	Yr Prd	Principal Description	Penalty	Total	Date	Seq
50284000-0 LOPEZ, NIVEA I	Sewer	105		23 2	0.00 Balance Adjustment ONE TIME COURTESY TO OWNER	0.77-	0.77-	09/05/23	1

September 12, 2023  
09:42 AM

PENNSAUKEN SEWERAGE AUTHORITY  
Utility Balance Adjustment Batch Update Report

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Batch: CINDY Updated Entries: 1 Updated Principal: 0.00 Updated Penalty: 118.62- Ref Num: 25411

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September 12, 2023  
09:40 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 Description	Penalty	Total	Date	Seq
90317000-4 CAMDEN COUNTY VOC	Sewer	405	23 2		0.00 Balance Adjustment CANCEL CHARGES FROM ADJUSTMENT	118.62-	118.62-	09/12/23	1

**RESOLUTION OF THE PENNSAUKEN SEWERAGE AUTHORITY TO  
CLOSE AN ESCROW ACCOUNT FOR PENNVIEW PLAZA**

**WHEREAS**, the Pennsauken Sewerage Authority (“Authority”) received an application for a connection permit from an entity known as Pennview Plaza (“Applicant”) for property located at 1550 Rt. 73 North, Tax Block 2007, Lots 1 and 3 (“Project”); and

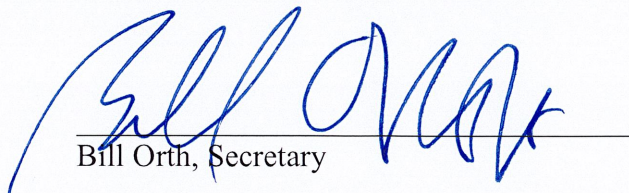
**WHEREAS**, that application was reviewed by the consulting engineer for the Authority who issued correspondence to the applicant dated January 18, 2017, which set forth, among other things, the requirement for deposit with the Authority of funds sufficient to pay such fees as incurred in connection with the application (“Escrow”); and

**WHEREAS**, the Authority endorsed a Treatment Works Application for the Project by resolution dated February 21, 2017; and

**WHEREAS**, fees incurred in connection with the Project were paid from the Escrow, leaving a balance of Fifty-three Dollars and Twenty-three Cents (\$53.23); and

**WHEREAS**, it appears that the Applicant has abandoned the project and the Authority desiring to close the Escrow

**NOW, THEREFORE, BE IT RESOLVED**, that the Authority refund the balance in Escrow of Fifty-three Dollars and Twenty-three Cents (\$53.23) to Pennview Plaza and close this account.

  
Bill Orth, Secretary

**ROLL CALL:**

Mr. Oren Lutz – Yes  
Mr. Gregory Schofield – Yes  
Mr. Dennis Archible – Yes  
Mr. Timothy Ellis – Yes  
Mrs. Marie McKenna - Yes

**Adopted: September 19, 2023**

**RESOLUTION OF THE PENNSAUKEN SEWERAGE AUTHORITY  
CERTIFYING REVIEW OF F/Y 2022 AUDIT REPORT**

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

**WHEREAS**, the annual report of audit for the year ended December 31, 2022 has been completed and filed with the Pennsauken Sewerage Authority, County of Camden pursuant to N.J.S.A. 40A:5A-15; and

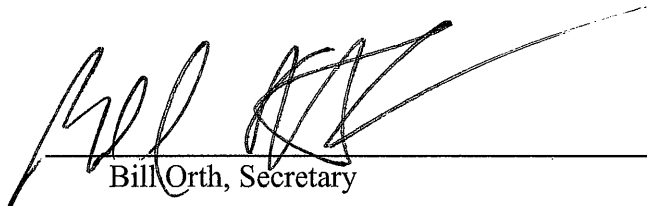
**WHEREAS**, N.J.S.A. 40A:5A-17 requires the governing body each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual report of audit, and specifically the section entitled "Schedule of Findings and Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

**WHEREAS**, the members of the governing body have received the annual report of audit, and have specifically reviewed the section entitled "Schedule of Findings and Recommendations", in accordance with N.J.S.A. 40A:5A-17,

**NOW, THEREFORE, BE IT RESOLVED** the governing body of the Pennsauken Sewerage Authority, County of Camden, hereby certifies to the Local Finance Board of the State of New Jersey that each Board member has personally reviewed the annual report of audit for the year ended December 31, 2022 and specifically has reviewed the sections of the report of audit entitled "Schedule of Findings and Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

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

**IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE  
RESOLUTION PASSED AT THE MEETING HELD ON SEPTEMBER 19, 2023.**



Bill Orth, Secretary

**ROLL CALL:**

Mr. Oren Lutz – Yes  
Mr. Gregory Schofield – Yes  
Mr. Dennis Archible – Yes  
Mr. Timothy Ellis – Yes  
Mrs. Marie McKenna – Yes

**Adopted: September 19, 2023**

**LOCAL AUTHORITIES GROUP AFFIDAVIT FORM  
PRESCRIBED BY THE NEW JERSEY LOCAL FINANCE BOARD  
AUDIT REVIEW CERTIFICATE**

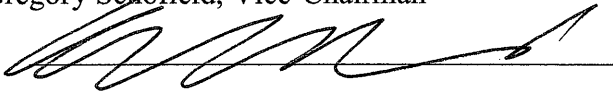
We, the members of the governing body of the Pennsauken Sewerage Authority, County of Camden, being of full age and being duly sworn according to law, upon oath, depose and say:

1. We are duly appointed members of the Pennsauken Sewerage Authority, County of Camden.
2. Pursuant to N.J.S.A. 40A:5A-17, we certify that we have each reviewed the annual report of audit for the fiscal year ended December 31, 2022 and specifically the sections of the audit report entitled "Schedule of Findings and Recommendations".

Oren Lutz, Chairman

  
\_\_\_\_\_

Gregory Schofield, Vice-Chairman

  
\_\_\_\_\_

Dennis Archible, Commissioner

  
\_\_\_\_\_


Timothy Ellis, Commissioner

  
\_\_\_\_\_

Marie McKenna, Commissioner

  
\_\_\_\_\_

Sworn to and subscribed to before me  
this 19<sup>th</sup> day of September, 2023

  
\_\_\_\_\_

David A. Luthman  
Attorney At Law  
State of N.J.



	Budget Comparison	
	2023	2024
Payroll & Benefits	3,126,000.00	3,119,500.00
Adm	433,500.00	435,800.00
O & M	863,225.00	881,225.00
Bond Debt	54,675.00	54,075.00
	4,477,400.00	4,490,600.00

**NOTES:**

Expenses:

2024 budget increased less than 1% over 2023 budget

Budgeted 3% for salary increases per union contract

Budgeted 10% increase in health benefit cost over 2023 expenditure

Budgeted 10% increase in liability insurance cost over 2023 premiums

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



Acct #	Title	EXPENSES		Comments
		2023	Proposed 2024	
	<b>ADMINISTRATION</b>			
501	PSA Adm Mgmt	317,500.00	175,000.00	<i>Adm Payroll Totals: 1,036,000.00</i>
502	Office Adm	325,000.00	335,000.00	
503	Commissioners	18,000.00	18,000.00	
601	PERS	145,000.00	145,000.00	
602	Social Security	56,000.00	56,000.00	
603	Unemploy & Disabil	5,000.00	5,000.00	
604	Hosp. Benefits	158,000.00	192,000.00	
605	Vision/Dental & Rx	54,000.00	55,000.00	
607	Sick/Vac Payback	76,500.00	55,000.00	
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	11,000.00	10,000.00	
751	Postage	14,000.00	17,000.00	
750	Office Supplies & Exp	15,000.00	15,000.00	
752	Advert/Printing	15,000.00	15,000.00	
753	Telephone Exp	25,000.00	25,000.00	
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	2,300.00	
760	Bad Debt Exp	500.00	500.00	
762	Education/Dues	10,000.00	10,000.00	<i>Adm Expenses</i> <b>435,800.00</b>
763	Civic Involvement	182,500.00	182,500.00	
	<b>Total Admin</b>	<b>1,588,500.00</b>	<b>1,471,800.00</b>	
<b>Acct #</b>	<b>Title</b>	<b>2023</b>	<b>Proposed 2024</b>	<b>Comments</b>
	<b>COST OF SERVICE</b>			
505	MGMT O&M Salaries	184,000.00	190,000.00	<i>O&amp;M Payroll Totals</i> <b>2,083,500.00</b>
506	UNION O&M Salaries	975,000.00	1,000,000.00	
601	PERS O&M	145,000.00	145,000.00	
602	O&M Soc Sec	100,000.00	100,000.00	
603	O&M Dis & Unem	8,500.00	8,500.00	
604	O&M Hosp Benefits	345,000.00	420,000.00	
605	O&M v/d/r	112,000.00	115,000.00	
607	O&M Sick/Vac Payback	93,500.00	97,000.00	
608	Uniform & Shoe Exp	8,000.00	8,000.00	
711	Engineering Fees	25,000.00	25,000.00	
731	General & Auto Ins	32,000.00	25,000.00	
732	Worker's Comp	67,000.00	55,000.00	
733	Property	38,000.00	75,000.00	
735	JIF Fund Exp	5,000.00	5,000.00	
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	73,350.00	73,350.00	
772	Emergency Main Repairs	140,000.00	140,000.00	
773	Emergency Station Repairs	140,000.00	140,000.00	
775	Permits & Licenses	6,000.00	6,000.00	
774	Chemicals & Treatment	6,875.00	6,875.00	
		<b>2,834,225.00</b>	<b>2,964,725.00</b>	

*O&M Expense:*  
*881,225.00*

<b>Acct #</b>	<b>Title</b>	<b>2023</b>	<b>2024</b>	
	NUFIT Debt (Principal)	50,550.00	50,550.00	
	NUFIT Debt (Int)	4,125.00	3,525.00	
		<b>54,675.00</b>	<b>54,075.00</b>	

Comments

**TOTAL: 4,477,400.00      4,490,600.00**

Anticipated Revenue      4,490,600.00

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Acct #	Title	REVENUES		
		2023	Rev as of 6/30/2023	Proposed 2024
4001	Residential	2,780,000.00	2,733,500.00	2,790,000.00
4004	Commercial Q	1,305,000.00	572,500.00	1,305,000.00
4005	Penalty on A/R	50,000.00	43,900.00	50,000.00
4002	Merchantville	205,000.00		205,000.00
4003	C/H	32,000.00		32,000.00
4012	Other Income	3,000.00		3,000.00
4013	Invest Int	5,000.00	6,500.00	15,000.00
4014	Trustee Int	15,000.00	2,300.00	15,000.00
4016	Permits (res)	12,000.00	2,100.00	12,000.00
4019	Permits (com)	12,000.00	100.00	12,000.00
4021	Permits (Merch)	1,000.00		1,000.00
4017-18	Filing/Insp.	500.00	60.00	500.00
4020	Ins Premium	12,000.00	-	12,000.00
		<b>4,432,500.00</b>	<b>3,360,960.00</b>	<b>4,452,500.00</b>
	Ant Balance	44,900.00		38,100.00
		<b>4,477,400.00</b>		<b>4,490,600.00</b>
	Proposed Expenses			4,490,600.00

CAPITAL BUDGET

Projects	Est Costs	2024	2025	2026	2027	2028
Truck	100,000	25,000		25,000	25,000	25,000
	-					
Pumps/Controls	100,000	20,000	20,000	20,000	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	100,000	20,000	20,000	20,000	20,000	20,000
	-					
Bldg Upkeep/Repairs	25,000	5,000	5,000	5,000	5,000	5,000
	-					
Sewer Main Lining	200,000					
	-					
Station Upgrades	200,000					
Totals	215,000	80,000	55,000	80,000	80,000	80,000



**PENNSAUKEN SEWERAGE AUTHORITY**  
**REVENUES-JANUARY 1, 2023 - DECEMBER 31, 2023**  
**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	2,780,000.00	\$ 144,202.98	\$ 2,376,208.28	\$ (314.25)	\$ 2,762,973.09
4004 COMMERCIAL	1,305,000.00	\$ 184,831.46	\$ 944,800.02	\$ 20,917.63	\$ 860,732.27
4005 PENALTY	50,000.00	\$ 4,030.25	\$ 64,493.81	\$ 3,408.32	\$ 50,423.68
4002 MERCH	205,000.00		\$ -		\$ -
4003 C/H	32,000.00	\$ 27,073.76	\$ 30,602.28		\$ 30,602.28
4012 OTHER INCOME	3,000.00		\$ -		\$ -
4013 INVEST INT	5,000.00	\$ 1,765.44	\$ 9,520.02		\$ 9,520.02
4014 TRUSTEE INT	15,000.00	\$ 457.26	\$ 3,175.12		\$ 3,175.12
4016 PERMITS (RES)	12,000.00	\$ 100.00	\$ 2,600.00		\$ 2,600.00
4019 PERMITS (COMM)	12,000.00		\$ 100.00		\$ 100.00
4021-PERMITS (MERCH)	1,000.00		\$ -		\$ -
4020-JIF INS PREMIUM	12,000.00		\$ -		\$ -
4017-18- FILING-INSP.	\$500.00		\$ 60.00		\$ 60.00
Anticipated Balance	44,900.00				
<b>TOTALS</b>	<b>4,477,400.00</b>	<b>362,461.15</b>	<b>3,431,559.53</b>	<b>24,011.70</b>	<b>3,720,186.46</b>
		<u>BUDGET</u>	<u>MTD</u>	<u>YTD</u>	<u>REMARKS</u>
<b>ASSETS/CAPITAL</b>		\$ <b>90,000.00</b>	\$ -	\$ 9,758.45	

<u>CASH BALANCES</u>	<u>AMOUNT</u>
<u>GENERAL CHECKING</u>	\$2,585,409.64
<u>PAYROLL</u>	\$3,906.40
<u>REVENUE</u>	\$ 11.50
<u>DEBT. SERVICE</u>	\$ -
<u>DEBT. SERV. RESERVE</u>	\$ 60,049.22
<u>R &amp; R</u>	\$ 281,079.74
<u>GENERAL</u>	\$ 70,164.74

**Investments under Trustee Accounts:**

57,010.02 CD with 1st Colonial Bank @ .35% - MATURES 11/07/23  
197,134.57 CD with 1st Colonial Bank @ .50% - MATURES 12/24/23  
83,539.75 CD with 1st Colonial Bank @ 35% - Matures 01/29/24  
  
73,620.86 Money Market



Revenue Account Range: 01-00-000-000 to 01-00-430-001  
 Expend Account Range: First to 01-03-600-002  
 Print Zero YTD Activity: No  
 Include Non-Anticipated: Yes  
 Include Non-Budget: Yes  
 Year To Date As Of: 08/31/23  
 Current Period: 08/01/23 to 08/31/23  
 Prior Year: 08/01/22 to 08/31/22

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
01-00-410-001	Residential	355.19	2,780,000.00	314.25-	2,762,973.09	0.00	17,026.91-	99
01-00-410-002	Merchantville	0.00	205,000.00	0.00	0.00	0.00	205,000.00-	0
01-00-410-003	Cherry Hill	0.00	32,000.00	0.00	30,602.28	0.00	1,397.72-	96
01-00-410-004	Commercial	13,908.99	1,305,000.00	20,917.63	860,732.27	0.00	444,267.73-	66
01-00-410-005	A/R Penalty	8,332.64	50,000.00	3,408.32	50,423.68	0.00	423.68	101
01-00-415-001	Permits- Residential	9,160.00	12,000.00	100.00	2,600.00	0.00	9,400.00-	22
01-00-415-002	Permits - Commercial	0.00	12,000.00	0.00	100.00	0.00	11,900.00-	1
01-00-415-003	Permits - Merchantville	0.00	1,000.00	0.00	0.00	0.00	1,000.00-	0
01-00-420-001	other Income	0.00	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	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
01-00-425-001	Interest from operating Fund	203.20	5,000.00	1,755.44	9,520.02	0.00	4,520.02	190
01-00-425-002	Interest from Trustee Accounts	55.72	15,000.00	457.26	3,175.12	0.00	11,824.88-	21
01-00-430-001	Anticipated Fund Balance	0.00	44,900.00	0.00	0.00	0.00	44,900.00-	0
	01 OPERATING REVENUES Revenue Total	32,015.74	4,477,400.00	26,334.40	3,720,186.46	0.00	757,213.54-	83

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
01-00-000-000	OPERATING FUND	0.00	0.00	0.00	0.00	0.00	0.00	0
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	23,680.00	317,500.00	24,392.00	213,356.00	0.00	104,144.00	67
01-01-510-502	ADMIN Office Staff	19,448.00	325,000.00	24,234.80	215,510.03	0.00	109,489.97	66
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 Liabli	0.00	145,000.00	0.00	126,214.50	0.00	18,785.50	87
01-01-510-602	ADMIN: FICA/SOCIAL SECURITY/MEDICARE	3,407.97	56,000.00	4,361.19	38,104.15	0.00	17,895.85	68
01-01-510-603	ADMIN: SUI/SDI/FLI	80.82	5,000.00	69.21	3,247.26	0.00	1,752.74	65
01-01-510-604	ADMIN: Hospital Benefits	11,685.41	158,000.00	15,217.60	125,579.04	0.00	32,420.96	79
01-01-510-605	ADMIN: Vision, Dental & Rx	3,866.17	54,000.00	4,787.46	36,553.09	0.00	17,446.91	68
01-01-510-607	ADMIN: Sick/Vac Payback	0.00	76,500.00	7,146.00	54,120.00	0.00	22,380.00	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	37,000.00	0.00	34,045.00	0.00	2,955.00	92
01-01-510-723	ADMIN: other Professional Fees	0.00	20,000.00	0.00	8,555.00	0.00	11,445.00	43
01-01-510-736	ADMIN: Public Officials Liab.	0.00	11,000.00	0.00	8,329.00	0.00	2,671.00	76
01-01-510-750	ADMIN: Office Supplies & Expense	191.83	15,000.00	475.74	10,792.22	0.00	4,207.78	72



Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
01-01-510-751	ADMIN: Postage	0.00	14,000.00	0.00	13,031.56	0.00	968.44	93
01-01-510-752	ADMIN: Advertising & Printing	0.00	15,000.00	575.00	4,499.45	0.00	10,500.55	30
01-01-510-753	ADMIN: Telephone	2,218.00	25,000.00	1,766.41	14,289.41	0.00	10,710.59	57
01-01-510-754	ADMIN: Miscellaneous Exp	0.00	3,000.00	0.00	2,744.55	0.00	255.45	91
01-01-510-755	ADMIN: Service Contracts	288.64	25,000.00	250.03	12,792.41	0.00	12,207.59	51
01-01-510-756	ADMIN: Equipment Rental	0.00	3,500.00	747.39	2,242.17	0.00	1,257.83	64
01-01-510-757	ADMIN: Building utilities	1,788.77	25,000.00	0.00	10,137.54	0.00	14,862.46	41
01-01-510-758	ADMIN: Building Exp. & Repairs	1,120.39	25,000.00	2,999.99	13,229.81	0.00	11,770.19	53
01-01-510-759	ADMIN: Financial Exp	345.00	2,000.00	345.00	2,215.00	0.00	215.00-	111
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	15.00	10,000.00	945.00	6,846.00	0.00	3,154.00	68
01-01-510-763	ADMIN: Civic Involvement	0.00	182,500.00	0.00	15,000.00	0.00	167,500.00	8
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	0&M: Union salaries	68,270.36	975,000.00	70,181.05	623,199.22	0.00	351,800.78	64
01-02-520-506	0&M: Management Salaries	13,704.00	184,000.00	14,120.00	123,342.00	0.00	60,658.00	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	0&M: PERS	0.00	145,000.00	0.00	126,214.50	0.00	18,785.50	87
01-02-520-602	0&M: FICA/SOCIAL SECURITY/MEDICARE	5,989.00	100,000.00	6,181.04	55,588.42	0.00	44,411.58	56
01-02-520-603	0&M: SUI/SDI/FLI	45.71	8,500.00	183.78	5,212.87	0.00	3,287.13	61
01-02-520-604	0&M: Hospitalization Benefits	21,963.50	345,000.00	31,069.71	262,066.92	0.00	82,933.08	76
01-02-520-605	0&M: Vision, Dental & Rx	7,205.82	112,000.00	9,052.55	73,620.74	0.00	38,379.26	66
01-02-520-607	0&M: Sick/vac Payback	0.00	93,500.00	0.00	14,847.50	0.00	78,652.50	16
01-02-520-608	0&M: Uniform Exp.	0.00	8,000.00	0.00	2,264.92	0.00	5,735.08	28
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	0&M: Engineer Fees	0.00	25,000.00	0.00	982.50	0.00	24,017.50	4
01-02-520-731	0&M: General Liability/Auto Ins	0.00	32,000.00	0.00	19,643.00	0.00	12,357.00	61
01-02-520-732	0&M: Worker's Comp Insurance	0.00	67,000.00	0.00	45,117.00	0.00	21,883.00	67
01-02-520-733	0&M: Property/Insurance	0.00	38,000.00	0.00	63,329.00	0.00	25,329.00-	167
01-02-520-735	0&M: Fund Expense (JIF)	0.00	5,000.00	0.00	685.00	0.00	4,315.00	14
01-02-520-741	0&M: Uninsured Liabilities	0.00	10,000.00	0.00	0.00	0.00	10,000.00	0
01-02-520-755	0&M: Service Contracts	2,295.00	30,000.00	2,485.00	17,205.00	0.00	12,795.00	57
01-02-520-764	0&M: Station Utilities	15,149.79	175,000.00	19,174.92	112,585.65	0.00	62,414.35	64
01-02-520-765	0&M: Trash Removal	270.23	10,000.00	338.55	3,280.35	0.00	6,719.65	33
01-02-520-766	0&M: Oper & Maint Expense	3,382.79	45,000.00	4,017.36	22,425.85	0.00	22,574.15	50
01-02-520-767	0&M: Safety Expense	82.75	5,000.00	130.49	3,057.48	0.00	1,942.52	61
01-02-520-768	0&M: Landscaping	25.52	5,000.00	0.00	2,615.40	0.00	2,384.60	52
01-02-520-769	0&M: Vehicle & Repair Exp	1,037.48	20,000.00	2,544.80	13,757.75	0.00	6,242.25	69
01-02-520-770	0&M: Fuel/Tolls/Mileage Exp	0.00	30,000.00	7,035.14	15,134.30	0.00	14,865.70	50
01-02-520-771	0&M: Collection System Expense	1,815.65	73,350.00	3,452.17	11,905.56	0.00	61,444.44	16
01-02-520-772	0&M: Emergency Repairs	0.00	140,000.00	0.00	11,690.00	0.00	128,310.00	8



PENNSAUKEN SEWERAGE AUTHORITY  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
01-02-520-773	08M: Emergency Station Repairs	0.00	140,000.00	14,134.55	59,142.55	0.00	80,857.45	42
01-02-520-774	08M: Chemicals	0.00	6,875.00	0.00	0.00	0.00	6,875.00	0
01-02-520-775	08M Permits & Licensing	0.00	6,000.00	0.00	6,001.00	0.00	1.00-	100
01-03-600-001	Bond Debt (Principal)	37,694.43	50,550.00	37,694.94	49,542.39	0.00	1,007.61	0
01-03-600-002	Bond Debt (Interest)	2,260.00	4,125.00	1,980.00	3,960.00	0.00	155.00	0
	01 OPERATING FUND Expend Total	252,344.70	4,477,400.00	316,622.21	2,745,500.09	0.00	1,731,899.91	60

01 OPERATING FUND		Prior	Current	YTD
Revenues:		32,015.74	26,334.40	3,720,186.46
Expended:		252,344.70	316,622.21	2,745,500.09
Net Income:		220,328.96-	290,287.81-	974,686.37

Grand Totals		Prior	Current	YTD
Revenues:		32,015.74	26,334.40	3,720,186.46
Expended:		252,344.70	316,622.21	2,745,500.09
Net Income:		220,328.96-	290,287.81-	974,686.37

## Superintendent's Report

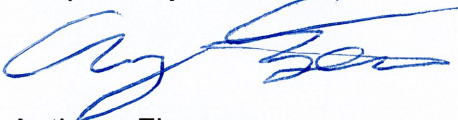
Meeting of September 19,2023

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

In regular and preventative maintenance we flushed 21,604 feet of gravity sewer main.0 feet was root cut and 5,502 feet was inspected using our CCTV equipment. We performed 194 utility mark outs. We responded to 40 calls for service. The call breakdown is as follows:

Main Line stoppages:	4
Vent stoppages:	8
Station alarms:	16
Miscellaneous services:	12

Respectfully submitted,



Anthony Figueroa  
Superintendent



The Commissioners had nothing further to report.

Mr. Luthman, Solicitor, had nothing further to report.

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

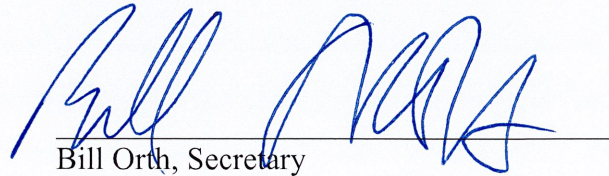
Mr. Orth had nothing further to report.

Correspondence:

There was no correspondence.

As there were no items of personnel or litigation, Mr. Lutz requested a motion to adjourn. A motion was made by Mr. Archible, seconded by Mrs. McKenna to adjourn. On roll call all Commissioners present voted yes and the motion carried.

Respectfully Submitted,



Bill Orth, Secretary