

Meeting of September 21, 2021

The Vice-Chairman, Gregory Schofield, 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.

Vice-Chairman Schofield 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. Schofield asked for a roll call. The following Commissioners were present:

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

Also present were:

Mr. William Orth, Executive Director
Mr. Marco DiBattista, Assistant Director
Mr. Anthony Figueroa, Superintendent
Mr. David Luthman, Solicitor

Absent was:

Mr. Oren Lutz

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

The minutes of the meeting of August 17, 2021 were presented for approval.

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

The Vice-Chairman stated the amount of bills to be paid is \$311,541.38.

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.

See Bill List Attached

SEPTEMBER 21, 2021

PENNSAUKEN SEWERAGE AUTHORITY

MEETING FIGURE:

\$311,541.38

Range of Checking Accts: OPER MAN WIRE to OPERATING Range of Check Dates: 08/18/21 to 09/21/21
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					
1125	08/24/21	PAYROLL PAYROLL ACCOUNT	33,455.41	08/31/21	2562
1126	08/31/21	PAYROLL PAYROLL ACCOUNT	67,554.80	08/31/21	2564
1127	09/08/21	PAYROLL PAYROLL ACCOUNT	35,778.17		2567
1128	09/14/21	PAYROLL PAYROLL ACCOUNT	36,820.46		2569
1129	09/20/21	PAYROLL PAYROLL ACCOUNT	33,251.02		2571

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	5	0	206,859.86	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	5	0	206,859.86	0.00

OPERATING	OPERATING ACCOUNT	Amount Paid	Ref Num
30348	09/21/21 31013000 ALLISON GROHE	167.24	2573
30349	09/21/21 ABCON AB-CON EXTERMINATING INC.	60.00	2573
30350	09/21/21 ADVANCE ADVANCE AUTO PARTS	519.95	2573
30351	09/21/21 BARTUK BARTUK HOSE & HYDRAULICS	359.28	2573
30352	09/21/21 BCIT BURL CTY INST OF TECHNOLOGY	459.00	2573
30353	09/21/21 BELSITOR RICHARD J BELSITO	297.00	2573
30354	09/21/21 CANON CANON SOLUTIONS AMERICA	285.19	2573
30355	09/21/21 CCMUA CAMDEN COUNTY MUA	88.00	2573
30356	09/21/21 COMCAST COMCAST	337.09	2573
30357	09/21/21 CUES CUES INC	900.00	2573
30358	09/21/21 CUMMINGS JAMES J. CUMMINGS, JR.	148.50	2573
30359	09/21/21 D AND D D & D ADVERTISING	1,275.00	2573
30360	09/21/21 DEJANA DEJANA TRK & UTIL EQUIP CO.INC	348.78	2573
30361	09/21/21 DELTA DELTA DENTAL OF NJ, INC.	4,349.45	2573
30362	09/21/21 DOYLE James J. Doyle	148.50	2573
30363	09/21/21 EVOQUA EVOQUA WATER TECHNOLOGIES LLC	4,290.00	2573
30364	09/21/21 GKEICH GARY KEICH	148.50	2573
30365	09/21/21 GRAINGER GRAINGER	1,049.52	2573
30366	09/21/21 INGRAM WILLIAM INGRAM	148.50	2573
30367	09/21/21 JKRAMER JOSEPH KRAMER	148.50	2573
30368	09/21/21 LOUGHERY BERNADETTE A LOUGHERY	148.50	2573
30369	09/21/21 LUTHMAN DAVID A. LUTHMAN	1,516.67	2573
30370	09/21/21 MACANANY PATRICIA MACANANY	308.05	2573
30371	09/21/21 MM Municipal Maintenance Co. Inc.	36,280.80	2573
30372	09/21/21 NATBATRY NATIONAL BATTERY COMPANY	209.95	2573
30373	09/21/21 NJAMERWA NEW JERSEY AMERICAN WTR CO INC	146.55	2573
30374	09/21/21 NJAWSTA NEW JERSEY AMERICAN WATER	151.52	2573
30375	09/21/21 OCC ONE CALL CONCEPTS, INC.	377.52	2573
30376	09/21/21 ORTH WILLIAM ORTH	159.34	2573
30377	09/21/21 PDOYLE PATRICK J. DOYLE	148.50	2573
30378	09/21/21 PFLUGFEL DEBORAH PFLUGFELDER	148.50	2573
30379	09/21/21 PSEG PUBLIC SERVICE ELEC & GAS CO.	14,451.45	2573
30380	09/21/21 R ORTH ORTH, REGINA	297.00	2573
30381	09/21/21 REPUBLIC REPUBLIC SERVICES OF NJ, LLC	225.20	2573
30382	09/21/21 RINGRAM RICHARD INGRAM	297.00	2573
30383	09/21/21 SAR SAR AUTOMOTIVE EQUIPMENT	225.00	2573
30384	09/21/21 SCHWER SCHWERING HARDWARE, INC.	19.99	2573

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
OPERATING		OPERATING ACCOUNT	Continued		
30385	09/21/21	SMART SMART STITCH LLC	105.00		2573
30386	09/21/21	STEWART STEWART BUSINESS SYSTEMS	80.15		2573
30387	09/21/21	SYSTEM4 SYSTEM 4	312.00		2573
30388	09/21/21	TM T & M ASSOCIATES	18,000.00		2573
30389	09/21/21	TRISTATE TRI STATE ENVIRONMENTAL SVCS	424.91		2573
30390	09/21/21	TWPENN TOWNSHIP OF PENNSAUKEN	8,512.90		2573
30391	09/21/21	UNIFIRST UNIFIRST FIRST AID CORP	328.00		2573
30392	09/21/21	UNUM UNUM LIFE INSUR CO OF AMERICA	1,305.98		2573
30393	09/21/21	UPS UNITED PARCEL SERVICE	22.23		2573
30394	09/21/21	USBANK U.S. BANK	1,250.00		2573
30395	09/21/21	VERIZOFF VERIZON	1,325.19		2573
30396	09/21/21	VERIZON VERIZON WIRELESS	517.67		2573
30397	09/21/21	WBMASON W.B. MASON CO., INC.	1,668.95		2573
30398	09/21/21	WINNER WINNER FORD	189.00		2573
Checking Account Totals					
		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:	51	0	104,681.52	0.00
	Direct Deposit:	0	0	0.00	0.00
	Total:	51	0	104,681.52	0.00
Report Totals					
	Checks:	56	0	311,541.38	0.00
	Direct Deposit:	0	0	0.00	0.00
	Total:	56	0	311,541.38	0.00

Approval of Utility Bill Adjustment Nos. 3761, 3770, and 3771 and Balance Adjustment Nos. 21424, 21523 and 21527.

A motion was made by Mr. Archible, seconded by Mr. Ellis to approve the bill adjustments and the balance adjustments. On roll call all Commissioners present voted yes.

See Journals Attached

The Vice-Chairman moved to Old Business.

There was no Old Business.

The Vice-Chairman moved to New Business.

A. Approval of Budget Figures for 2022 to be added to State Forms.

A motion was made by Mr. Archible, seconded by Mr. Ellis to approve the budget figures for 2022 to be added to State forms. On roll call all Commissioners present voted yes.

See Budget Forms for 2022

B. Resolution 21-26 – Authorizing the Execution of a Professional Services Agreement with Bowman and Company (Section 125 Cafeteria Plan)

A motion was made by Mr. Archible, seconded by Mr. Ellis to approve Resolution 21-26 Authorizing the Execution of a Professional Services Agreement with Bowman and Company (Section 125 Cafeteria Plan). On roll call all Commissioners present voted yes.

See Resolution No 21-26

The Vice-Chairman asked the Treasurer, Mr. DiBattista, for his report.

See Treasurer's Report

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

See Superintendent's Report

The Vice-Chairman asked for the Engineer's reports.

No Engineer was present.

The Vice-Chairman asked the Commissioners for their reports.

The Commissioners had nothing further to report.

August 26, 2021
09:34 AM

PENNSAUKEN SEWERAGE AUTHORITY
Utility Bill Adjustment Batch Update Report

Page No: 1

Batch: CINDY	Updated Billings:	4 Flat:	103.00-	Exc:	0.00	Ref Num:	3761
	Updated Deductions:	0 Flat:	0.00	Exc:	0.00		
	Total Entries:	4 Flat:	103.00-	Exc:	0.00	Total Updated:	103.00-

August 26, 2021
09:30 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
41052000-0 GLADDEN, SARA	Sewer	S20	B	21	3	154.50-	0.00	154.50-	CHG # OF UNITS	N		08/26/21	1
41052000-0 GLADDEN, SARA	Sewer	S20	B	21	3	103.00	0.00	103.00	CHG # OF UNITS	N		08/26/21	2
41052000-0 GLADDEN, SARA	Sewer	S20	B	21	4	154.50-	0.00	154.50-	CHG # OF UNITS	N		08/26/21	3
41052000-0 GLADDEN, SARA	Sewer	S20	B	21	4	103.00	0.00	103.00	CHG # OF UNITS	N		08/26/21	4

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12:14 PM

PENNSAUKEN SEWERAGE AUTHORITY
Utility Bill Adjustment Batch Update Report

Page No: 1

Batch: CINDY	Updated Billings:	4 Flat:	51.50-	Exc:	0.00	Ref Num:	3770
	Updated Deductions:	0 Flat:	0.00	Exc:	0.00		
	Total Entries:	4 Flat:	51.50-	Exc:	0.00	Total Updated:	51.50-

September 21, 2021
12:12 PM

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

Page No: 1

Batch Id: CINDY

Account Id	Service	Code	Type	Yr	Prd	Flat	Excess	Total	Descript	Prorate	Flag	Date	Seq
40288000-0 JACKSON, JOSEPH L	Sewer	S10	B	21	3	51.50-	0.00	51.50-	CHG TO S11 SR RATE	N		09/21/21	1
40288000-0 JACKSON, JOSEPH L	Sewer	S11	B	21	3	25.75	0.00	25.75	CHG TO S11 SR RATE	N		09/21/21	2
40288000-0 JACKSON, JOSEPH L	Sewer	S10	B	21	4	51.50-	0.00	51.50-	CHG TO S11 SR RATE	N		09/21/21	3
40288000-0 JACKSON, JOSEPH L	Sewer	S11	B	21	4	25.75	0.00	25.75	CHG TO S11 SR RATE	N		09/21/21	4

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PENNSAUKEN SEWERAGE AUTHORITY
Utility Bill Adjustment Batch Update Report

Page No: 1

Batch: CINDY	Updated Billings:	2 Flat:	25.75- Exc:	0.00	Ref Num:	3771
	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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12:46 PM

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

Page No: 1

Batch Id: CINDY

Account Id	Service	Code	Type	Yr	Prd	Flat	Excess	Total	Descript	Prorate	Flag	Date	Seq
30291000-0 SANCHEZ, NAOMI	Sewer	S10	B	21	4	51.50-	0.00	51.50-	CHG TO S11, SR RATE	N		09/21/21	1
30291000-0 SANCHEZ, NAOMI	Sewer	S11	B	21	4	25.75	0.00	25.75	CHG TO S11, SR RATE	N		09/21/21	2

Batch: CINDY Updated Entries: 8 Updated Principal: 824.00- Updated Penalty: 79.05- Ref Num: 21424

Batch Id: CINDY

Account Id	Service	Adj Code	Bill Code	Yr Prd	Principal	Penalty	Total	Descript	Date	Seq
		Transaction Type								
10211000-0	Sewer	105	20	1	103.00-	17.05-	120.05-	REMOVE DUE TO FIRE	09/01/21	1
		Balance Adjustment								
10211000-0	Sewer	105	20	2	103.00-	17.05-	120.05-	REMOVE DUE TO FIRE	09/01/21	2
		Balance Adjustment								
10211000-0	Sewer	105	20	3	103.00-	17.05-	120.05-	REMOVE DUE TO FIRE	09/01/21	3
		Balance Adjustment								
10211000-0	Sewer	105	20	4	103.00-	13.95-	116.95-	REMOVE DUE TO FIRE	09/01/21	4
		Balance Adjustment								
10211000-0	Sewer	105	21	1	103.00-	9.30-	112.30-	REMOVE DUE TO FIRE	09/01/21	5
		Balance Adjustment								
10211000-0	Sewer	105	21	2	103.00-	4.65-	107.65-	REMOVE DUE TO FIRE	09/01/21	6
		Balance Adjustment								
10211000-0	Sewer	105	21	3	103.00-	0.00	103.00-	REMOVE DUE TO FIRE	09/01/21	7
		Balance Adjustment								
10211000-0	Sewer	105	21	4	103.00-	0.00	103.00-	REMOVE DUE TO FIRE	09/01/21	8
		Balance Adjustment								

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08:24 AM

PENNSAUKEN SEWERAGE AUTHORITY
Utility Balance Adjustment Batch Update Report

Page No: 1

Batch: CINDY Updated Entries: 3 Updated Principal: 0.00 Updated Penalty: 18.60- Ref Num: 21523

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08:22 AM

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

Page No: 1

Batch Id: CINDY

Account Id Name	Service	Adj Code	Bill Code Transaction Type	Yr Prd	Principal	Penalty	Total	Descript	Date	Seq
60232000-0 BORRERO, IRIS J	Sewer	104		20 4	0.00	10.85-	10.85-	REMOVAL OF PENALTIES	09/21/21	1
				Balance Adjustment						
60232000-0 BORRERO, IRIS J	Sewer	104		21 1	0.00	6.20-	6.20-	REMOVAL OF PENALTIES	09/21/21	2
				Balance Adjustment						
60232000-0 BORRERO, IRIS J	Sewer	104		21 2	0.00	1.55-	1.55-	REMOVAL OF PENALTIES	09/21/21	3
				Balance Adjustment						

September 21, 2021
01:43 PM

PENNSAUKEN SEWERAGE AUTHORITY
Utility Balance Adjustment Batch Update Report

Page No: 1

Batch: CINDY Updated Entries: 7 Updated Principal: 0.00 Updated Penalty: 108.50- Ref Num: 21527

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

Page No: 1

Batch Id: CINDY

Account Id Name	Service	Adj Code	Bill Code Transaction Type	Yr Prd	Principal	Penalty	Total	Descript	Date	Seq
60654000-0 DEERING, MILO	Sewer	104	19 4 Balance Adjustment		0.00	29.45-	29.45-	REMOVE PENALTIES	09/21/21	1
60654000-0 DEERING, MILO	Sewer	104	20 1 Balance Adjustment		0.00	24.80-	24.80-	REMOVE PENALTIES	09/21/21	2
60654000-0 DEERING, MILO	Sewer	104	20 2 Balance Adjustment		0.00	20.15-	20.15-	REMOVE PENALTIES	09/21/21	3
60654000-0 DEERING, MILO	Sewer	104	20 3 Balance Adjustment		0.00	15.50-	15.50-	REMOVE PENALTIES	09/21/21	4
60654000-0 DEERING, MILO	Sewer	104	20 4 Balance Adjustment		0.00	10.85-	10.85-	REMOVE PENALTIES	09/21/21	5
60654000-0 DEERING, MILO	Sewer	104	21 1 Balance Adjustment		0.00	6.20-	6.20-	REMOVE PENALTIES	09/21/21	6
60654000-0 DEERING, MILO	Sewer	104	21 2 Balance Adjustment		0.00	1.55-	1.55-	REMOVE PENALTIES	09/21/21	7

	Budget Comparison	
	2021	2022
Payroll & Benefits	3,136,000.00	3,063,500.00
Adm	423,500.00	430,500.00
O & M	983,375.00	964,225.00
Bond Debt	50,625.00	55,275.00
	4,593,500.00	4,513,500.00

NOTES:

2022 budget decreased less than 2% over 2021 budget due to:

Closing of Simmons Plant

Retirement of 3 employees

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

Acct #	Title	REVENUES		
		2021	AS OF 8/31/2021	Proposed 2022
4001	Residential	2,725,000.00	2,732,827.16	2,750,000.00
4004	Commercial Q	1,480,000.00	887,807.69	1,390,000.00
4005	Penalty on A/R	45,000.00	60,537.45	45,000.00
4002	Merchantville	205,000.00	105,507.97	205,000.00
4003	C/H	32,000.00	30,131.20	32,000.00
4012	Other Income	3,000.00		3,000.00
4013	Invest Int	5,000.00	1,217.70	5,000.00
4014	Trustee Int	15,000.00	12,478.59	15,000.00
4016	Permits (res)	60,000.00	56,900.00	45,000.00
4019	Permits (com)	10,000.00	200.00	10,000.00
4021	Permits (Merch)	1,000.00		1,000.00
4017-18	Filing/Insp.	500.00	45.00	500.00
4020	Ins Premium	12,000.00	11,376.00	12,000.00
		4,593,500.00	3,899,028.76	4,513,500.00
	Ant Balance	-		-
		4,593,500.00		4,513,500.00
	Proposed Expenses			4,513,500.00

<u>Acct #</u>	<u>Title</u>	<u>EXPENSES</u>		<u>Comments</u>
		<u>2021</u>	<u>Proposed 2022</u>	
	ADMINISTRATION			
501	PSA Adm Mgmt	295,000.00	310,000.00	<i>Adm Payroll Totals: 1,127,000.00</i>
502	Office Adm	305,000.00	320,000.00	
503	Commissioners	18,000.00	18,000.00	
601	PERS	110,000.00	145,000.00	
602	Social Security	54,000.00	55,500.00	
603	Unemploy & Disabil	6,500.00	6,000.00	
604	Hosp. Benefits	145,000.00	145,000.00	
605	Vision/Dental & Rx	54,500.00	54,500.00	
607	Sick/Vac Payback	72,000.00	73,000.00	
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	15,000.00	
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	22,000.00	
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	
762	Education/Dues	10,000.00	10,000.00	<i>Adm Expenses 430,500.00</i>
763	Civic Involvement	182,500.00	182,500.00	

<u>Acct #</u>	<u>Title</u>	<u>2021</u>	<u>Proposed 2022</u>	<u>Comments</u>
	Total Admin	1,483,500.00	1,557,500.00	
	COST OF SERVICE			
505	MGMT O&M Salaries	265,000.00	180,000.00	<i>O&M Payroll Totals 1,936,500.00</i>
506	UNION O&M Salaries	1,000,000.00	950,000.00	
601	PERS O&M	110,000.00	145,000.00	
602	O&M Soc Sec	105,000.00	100,000.00	
603	O&M Dis & Unem	13,500.00	8,500.00	
604	O&M Hosp Benefits	320,000.00	345,000.00	
605	O&M v/d/r	114,500.00	110,000.00	
607	O&M Sick/Vac Payback	140,000.00	90,000.00	
608	Uniform & Shoe Exp	8,000.00	8,000.00	
711	Engineering Fees	25,000.00	25,000.00	
731	General & Auto Ins	34,500.00	32,000.00	
732	Worker's Comp	67,000.00	65,000.00	
733	Property	29,500.00	32,000.00	
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	73,350.00	73,350.00	
772	Emergency Main Repairs	200,000.00	192,000.00	

773	Emergency Station Repairs	200,000.00	192,000.00	
775	Permits & Licenses	6,000.00	6,000.00	
774	Chemicals & Treatment	8,025.00	6,875.00	
		3,059,375.00	2,900,725.00	
				O&M Expense: 964,225.00
Acct #	Title	2021	2022	
	NJEIT Debt (Principal)	45,600.00	50,550.00	
	NJEIT Debt (Int)	5,025.00	4,725.00	
		50,625.00	55,275.00	
				Comments
	TOTAL:	4,593,500.00	4,513,500.00	
	Anticipated Revenue		4,513,500.00	
	Needed to Balance			

Projects	Est Costs	2022	2023	2024	2025	2026
Truck	75,000	25,000		25,000		25,000
	-					
Pumps/Controls	135,000	25,000	50,000	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	110,000	25,000	25,000	20,000	20,000	20,000
	-					
Bldg Upkeep/Repairs	25,000	5,000	5,000	5,000	5,000	5,000
	-					
Sewer Main Lining	-					
	-					
Station Upgrades	-					
	-					
Totals	260,000	90,000	90,000	80,000	55,000	80,000

**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 2022 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 16, 2021 (“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 21, 2021

September 16, 2021

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 2022 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.

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	\$250.00
Senior Manager	185/207/235.00
Manager	150.00
Senior	125.00
Associate	105.00
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: _____
Bill Orth, Executive Director

DATE: 9/21/21

PENNSAUKEN SEWERAGE AUTHORITY
REVENUES-JANUARY 1, 2021 - DECEMBER 31, 2021
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	2,725,000.00	\$ 194,987.60	\$ 2,059,451.89	\$ (28.00)	\$ 2,732,827.16
4004 COMMERCIAL	1,480,000.00	\$ 238,133.53	\$ 947,207.17	\$ 33,040.12	\$ 887,807.69
4005 PENALTY	45,000.00	\$ 13,378.18	\$ 44,940.25	\$ 7,899.09	\$ 60,537.45
4002 MERCH	205,000.00		\$ 105,507.97		\$ 105,507.97
4003 C/H	32,000.00	\$ 26,245.48	\$ 30,131.20		\$ 30,131.20
4012 OTHER INCOME	3,000.00		\$ -		\$ -
4013 INVEST INT	5,000.00	\$ 145.25	\$ 1,217.70		\$ 1,217.70
4014 TRUSTEE INT	15,000.00	\$ 191.17	\$ 12,478.59		\$ 12,478.59
4016 PERMITS (RES)	60,000.00	\$ 9,160.00	\$ 56,900.00		\$ 56,900.00
4019 PERMITS (COMM)	10,000.00		\$ 200.00		\$ 200.00
4021-PERMITS (MERCH)	1,000.00		\$ -		\$ -
4020-JIF INS PREMIUM	12,000.00		\$ 11,376.00		\$ 11,376.00
4017-18- FILING-INSP.	\$500.00		\$ 45.00		\$ 45.00
4050 INT./NOTES PAY.	-		\$ -		\$ -
Anticipated Balance	-				
TOTALS	4,593,500.00	482,241.21	3,269,455.77	40,911.21	3,899,028.76
		BUDGET	MTD	YTD	REMARKS
ASSETS/CAPITAL		\$ 590,000.00	\$ 6,585.00	\$ 57,024.10	

<u>CASH BALANCES</u>	<u>AMOUNT</u>
GENERAL CHECKING	\$1,716,001.48
PAYROLL	\$3,136.98
REVENUE	\$ 11.06
DEBT. SERVICE	\$ -
DEBT. SERV. RESERVE	\$ 59,690.77
R & R	\$ 272,893.81
GENERAL	\$ 175,884.20

Investments under Trustee Accounts:

56,767.18 CD with 1st Colonial Bank @ .30% - MATURES 11/05/21
189,365.61 CD with 1st Colonial Bank @ 2% - MATURES 12/24/21
83,138.18 CD with 1st Colonial Bank @ .80% - Matures 4/29/24
109,343.24 CD with 1st Colonial Bank @ .70% - Matures 4/29/2023

69,865.63 Money Market

PENNSAUKEN SEWERAGE AUTHORITY

Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Curr Expd	YTD Expd	Cancel	Balance	% Expd
01-01-510-601	ADMIN: PERS/Employers Liabil	\$0.00	\$110,000.00	\$0.00	\$122,829.50	\$0.00	-\$12,829.50	112%
01-01-510-602	ADMIN: FICA/SOCIAL SECURITY/MEDICARE	\$4,579.49	\$54,000.00	\$4,567.35	\$34,085.28	\$0.00	\$19,914.72	63%
01-01-510-603	ADMIN: SUI/SDI/FLI	\$272.57	\$6,500.00	\$71.90	\$3,958.28	\$0.00	\$2,541.72	61%
01-01-510-604	ADMIN: Hospital Benefits	\$9,687.37	\$145,000.00	\$9,070.20	\$92,067.62	\$0.00	\$52,932.38	63%
01-01-510-605	ADMIN: Vision, Dental & Rx	\$3,161.38	\$54,500.00	\$2,936.59	\$33,157.08	\$0.00	\$21,342.92	61%
01-01-510-607	ADMIN: Sick/Vac Payback	\$3,010.00	\$72,000.00	\$1,332.00	\$34,162.00	\$0.00	\$37,838.00	47%
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	\$0.00	\$12,133.36	\$0.00	\$7,866.64	61%
01-01-510-722	ADMIN: Audit	\$0.00	\$37,000.00	\$0.00	\$22,025.00	\$0.00	\$14,975.00	60%
01-01-510-723	ADMIN: Other Professional Fees	\$4,025.00	\$20,000.00	\$0.00	\$11,075.00	\$0.00	\$8,925.00	55%
01-01-510-736	ADMIN: Public Officials Liab.	\$0.00	\$10,000.00	\$0.00	\$11,207.00	\$0.00	-\$1,207.00	112%
01-01-510-750	ADMIN: Office Supplies & Expense	\$680.75	\$15,000.00	\$1,470.87	\$6,238.28	\$0.00	\$8,761.72	42%
01-01-510-751	ADMIN: Postage	\$0.00	\$10,000.00	\$0.00	\$10,060.70	\$0.00	-\$60.70	101%
01-01-510-752	ADMIN: Advertising & Printing	\$803.06	\$15,000.00	\$0.00	\$4,031.06	\$0.00	\$10,968.94	27%
01-01-510-753	ADMIN: Telephone	\$1,443.24	\$20,000.00	\$1,740.24	\$13,296.74	\$0.00	\$6,703.26	66%
01-01-510-754	ADMIN: Miscellaneous Exp	\$424.34	\$3,000.00	\$0.00	\$263.00	\$0.00	\$2,737.00	9%
01-01-510-755	ADMIN: Service Contracts	\$379.18	\$25,000.00	\$301.57	\$11,743.67	\$0.00	\$13,256.33	47%
01-01-510-756	ADMIN: Equipment Rental	\$747.00	\$3,500.00	\$747.39	\$2,241.78	\$0.00	\$1,258.22	64%
01-01-510-757	ADMIN: Building Utilities	\$840.88	\$25,000.00	\$1,832.03	\$13,573.62	\$0.00	\$11,426.38	54%
01-01-510-758	ADMIN: Building Exp. & Repairs	\$750.10	\$25,000.00	\$312.00	\$9,625.91	\$0.00	\$15,374.09	39%
01-01-510-759	ADMIN: Financial Exp	\$345.00	\$2,000.00	\$345.00	\$690.00	\$0.00	\$1,310.00	34%
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	\$0.00	\$10,000.00	\$30.00	\$3,217.80	\$0.00	\$6,782.20	32%
01-01-510-763	ADMIN: Civic Involvement	\$0.00	\$182,500.00	\$0.00	\$32,500.00	\$0.00	\$150,000.00	18%
Department 510 Total		\$89,756.03	\$1,483,500.00	\$83,392.14	\$896,194.44	\$0.00	\$587,305.56	60%
CAFR 01 Total		\$89,756.03	\$1,483,500.00	\$83,392.14	\$896,194.44	\$0.00	\$587,305.56	60%
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	\$82,298.37	\$1,000,000.00	\$78,951.44	\$566,606.93	\$0.00	\$433,393.07	57%

PENNSAUKEN SEWERAGE AUTHORITY

Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Curr Expd	YTD Expd	Cancel	Balance	% Expd
01-02-520-506	O&M: Management Salaries	\$35,930.00	\$265,000.00	\$16,800.00	\$197,624.04	\$0.00	\$67,375.96	75%
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	\$122,829.52	\$0.00	-\$12,829.52	112%
01-02-520-602	O&M: FICA/SOCIAL SECURITY/MEDICARE	\$8,805.83	\$105,000.00	\$6,979.45	\$61,802.57	\$0.00	\$43,197.43	59%
01-02-520-603	O&M: SUJ/SDJ/FLL	\$665.17	\$13,500.00	\$28.04	\$7,358.54	\$0.00	\$6,141.46	55%
01-02-520-604	O&M: Hospitalization Benefits	\$21,107.88	\$320,000.00	\$20,157.91	\$205,276.09	\$0.00	\$114,723.91	64%
01-02-520-605	O&M: Vision, Dental & Rx	\$6,978.98	\$114,500.00	\$6,286.61	\$67,662.15	\$0.00	\$46,837.85	59%
01-02-520-607	O&M: Sick/vac Payback	\$1,356.00	\$140,000.00	\$0.00	\$76,119.93	\$0.00	\$63,880.07	54%
01-02-520-608	O&M: Uniform Exp.	\$0.00	\$8,000.00	\$598.50	\$5,886.70	\$0.00	\$2,113.30	74%
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	\$0.00	\$25,000.00	\$3,812.50	\$6,426.50	\$0.00	\$18,573.50	26%
01-02-520-731	O&M: General Liability/Auto Ins	\$0.00	\$34,500.00	\$0.00	\$27,380.00	\$0.00	\$7,120.00	79%
01-02-520-732	O&M: Worker's Comp Insurance	\$0.00	\$67,000.00	\$0.00	\$55,678.00	\$0.00	\$11,322.00	83%
01-02-520-733	O&M: Property/Insurance	\$0.00	\$29,500.00	\$0.00	\$27,431.00	\$0.00	\$2,069.00	93%
01-02-520-735	O&M: Fund Expense (JIF)	\$0.00	\$10,000.00	\$0.00	\$4,014.00	\$0.00	\$5,986.00	40%
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	\$1,975.00	\$30,000.00	\$0.00	\$12,800.00	\$0.00	\$17,200.00	43%
01-02-520-764	O&M: Station Utilities	\$16,430.08	\$175,000.00	\$17,471.74	\$98,137.57	\$0.00	\$76,862.43	56%
01-02-520-765	O&M: Trash Removal	\$790.39	\$10,000.00	\$450.40	\$2,611.80	\$0.00	\$7,388.20	26%
01-02-520-766	O&M: Oper & Maint Expense	\$4,156.42	\$45,000.00	\$2,278.38	\$19,991.54	\$0.00	\$25,008.46	44%
01-02-520-767	O&M: Safety Expense	\$87.16	\$5,000.00	\$179.89	\$2,078.83	\$0.00	\$2,921.17	42%
01-02-520-768	O&M: Landscaping	\$1,018.00	\$5,000.00	\$68.62	\$700.56	\$0.00	\$4,299.44	14%
01-02-520-769	O&M: Vehicle & Repair Exp	\$527.45	\$20,000.00	\$347.16	\$5,953.01	\$0.00	\$14,046.99	30%
01-02-520-770	O&M: Fuel/Tolls/Mileage Exp	\$0.00	\$30,000.00	\$53.00	\$3,844.71	\$0.00	\$26,155.29	13%
01-02-520-771	O&M: Collection System Expense	\$3,677.38	\$73,350.00	\$2,587.95	\$28,283.05	\$0.00	\$45,066.95	39%
01-02-520-772	O&M: Emergency Repairs	\$90,400.00	\$200,000.00	\$0.00	\$113,572.00	\$0.00	\$86,428.00	57%
01-02-520-773	O&M: Emergency Station Repairs	\$637.62	\$200,000.00	\$57,331.71	\$127,519.79	\$0.00	\$72,480.21	64%
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	Curr Expd	YTD Expd	Cancel	Balance	% Expd
01-02-520-775	O&M Permits & Licensing	\$0.00	\$6,000.00	\$330.00	\$1,974.00	\$0.00	\$4,026.00	33%
	Department 520 Total	\$276,841.73	\$3,059,375.00	\$214,713.30	\$1,849,562.83	\$0.00	\$1,209,812.17	60%
	CAFR 02 Total	\$276,841.73	\$3,059,375.00	\$214,713.30	\$1,849,562.83	\$0.00	\$1,209,812.17	60%
01-03-600-001	Bond Debt (Principal)	\$33,550.17	\$45,600.00	\$33,694.91	\$45,542.36	\$0.00	\$57.64	100%
01-03-600-002	Bond Debt (Interest)	\$2,762.50	\$5,025.00	\$2,458.48	\$4,918.48	\$0.00	\$106.52	98%
	Department 600 Total	\$36,312.67	\$50,625.00	\$36,153.39	\$50,460.84	\$0.00	\$164.16	100%
	CAFR 03 Total	\$36,312.67	\$50,625.00	\$36,153.39	\$50,460.84	\$0.00	\$164.16	100%
	OPERATING FUND Expend Total	\$402,910.43	\$4,593,500.00	\$334,258.83	\$2,796,218.11	\$0.00	\$1,797,281.89	61%
01	OPERATING FUND							
	Revenue:	\$56,945.98	\$76,653.11	\$3,925,274.24				
	Expended:	\$402,910.43	\$334,258.83	\$2,796,218.11				
	Net Income:	-\$345,964.45	-\$257,605.72	\$1,129,056.13				

Grand Totals

	Prior	Current	YTD
Revenue:	\$56,945.98	\$76,653.11	\$3,925,274.24
Expended:	\$402,910.43	\$334,258.83	\$2,796,218.11
Net Income:	-\$345,964.45	-\$257,605.72	\$1,129,056.13

Superintendent's Report

Meeting of September 21,2021

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

In regular and preventative maintenance we flushed 40,119 feet of gravity sewer main.2,472 feet was root cut and 6,971 feet was inspected using our CCTV equipment. We performed 314 utility mark outs. We responded to 42 calls for service. The call breakdown is as follows:

Main Line stoppages:	6
Vent stoppages:	6
Station alarms:	15
Miscellaneous services:	15

Respectfully submitted,



Anthony Figueroa
Superintendent

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

The Solicitor had nothing further to report.

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

Mr. Orth had nothing further to report.

Correspondence - No Correspondence

As there were no items of personnel or litigation, Mr. Schofield requested a motion to adjourn. A motion was made by Mr. Archible, seconded by Mr. Ellis to adjourn. On roll call all Commissioners present voted yes.

Respectfully Submitted,



Bill Orth, Secretary