

**MINUTES  
DELANCO SEWERAGE AUTHORITY  
FEBRUARY 14, 2006**

Meeting called to order by Mr. Dillenbeck at 7:30 P.M.

**ROLL CALL**

Members present:

Mr. Dragos, Mrs. Hinkle, Mr. Jenkins, Mrs. Price, Mr. Dillenbeck

Also present: Mr. Coleman, Attorney; Mr. McCarthy, Engineer; Mr. Weller, Executive Director

**FLAG SALUTE**

The flag salute was led by Mr. Dillenbeck.

**SUNSHINE STATEMENT**

Please be advised that proper notice of this meeting has been given in compliance with the Open Public Meetings Act, P.L. 1975, Chapter 231 in the following manner. Written notice has been published in the February 11, 2006 edition of the Burlington County Times and the Courier Post. Written notice has been posted on the Official Bulletin Board of the Township of Delanco at least 48 hours prior to the meeting.

Mr. Jenkins was appointed to the Delanco Sewerage Authority for a term of five years beginning February 1, 2006 until January 31, 2011. Mr. Jenkins took the oath of office and qualifies as a member of the Authority for the term established by law.

**ANNUAL REORGANIZATION**

1. Nomination & appointment of officers for 2006:

Chairperson:

Motion by Mrs. Hinkle, seconded by Mr. Dragos to appoint Mr. Dillenbeck as Chairperson

Roll Call: Mr. Dragos, yes; Mrs. Hinkle, yes; Mr. Jenkins, yes; Mrs. Price, yes;

Mr. Dillenbeck, yes

Vice-Chairperson:

Motion by Mrs. Hinkle, seconded by Mr. Dragos to appoint Mr. Jenkins as Vice-Chairperson

Roll Call: Mr. Dragos, yes; Mrs. Hinkle, yes; Mr. Jenkins, yes; Mrs. Price, yes;

Mr. Dillenbeck, yes

Financial Liaison

Motion by Mrs. Hinkle, seconded by Mr. Dragos to appoint Mr. Jenkins as Financial Liaison

Roll Call: Mr. Dragos, yes; Mrs. Hinkle, yes; Mr. Jenkins, yes; Mrs. Price, yes;

Mr. Dillenbeck, yes

Beverly Sewerage Authority Liaison Representative:

Motion by Mrs. Hinkle, seconded by Mrs. Price to appoint Mr. Jenkins as the Beverly Sewerage Authority Liaison and to attend BSA meetings

Roll Call: Mr. Dragos, yes; Mrs. Hinkle, yes; Mr. Jenkins, yes; Mrs. Price, yes;

Mr. Dillenbeck, yes

Township Emergency Management Board Liaison Representative:

Motion by Mr. Dillenbeck, seconded by Mr. Jenkins to appoint Mrs. Hinkle as the Township Emergency Management Board Liaison Representative for the Sewerage Authority

Roll Call: Mr. Dragos, yes; Mrs. Hinkle, yes; Mr. Jenkins, yes; Mrs. Price, yes;

Mr. Dillenbeck, yes

## **ANNUAL RESOLUTIONS**

### **CONSENT AGENDA ITEMS:**

("Consent Agenda items are considered to be routine and will be enacted with a single motion. Any item requiring discussion will be removed from the Consent Agenda; all Consent Agenda items will be reflected in full in the minutes.")

### **CONSENT AGENDA FOR RESOLUTIONS 2006-04 TO 2006-13**

#### **RESOLUTION 2006-04**

##### **FIXING COMPENSATION FOR MEMBERS OF THE AUTHORITY**

WHEREAS, the Township of Delanco Ordinance creating the Delanco Sewerage Authority adopted on March 18, 1947 in Section 3, as amended by Ordinance Number 2002-12, sets a maximum limit of \$1,500.00 that each member shall receive per year; and

WHEREAS, N.J.S.A. 40:14A-5 (d) of the Sewerage Authorities Law allows the Authority to set the annual compensation of each of its members within the limitation set by the aforesaid Ordinance as amended.

NOW, THEREFORE, BE IT RESOLVED by the Delanco Sewerage Authority of the Township of Delanco, County of Burlington, and State of New Jersey, that the compensation that each member of the Authority shall receive for the year beginning February 1, 2006 and ending January 31, 2007 shall be the sum of \$1,400.00.

#### **RESOLUTION 2006-05**

##### **APPOINTING SECRETARY/TREASURER AND FIXING COMPENSATION**

WHEREAS, there exists a need for a Secretary/Treasurer;

NOW, THEREFORE, BE IT RESOLVED by the Delanco Sewerage Authority of the Township of Delanco, County of Burlington, and State of New Jersey, that

SHARLANN M. DALEY be appointed to the office and position of Secretary/Treasurer for the term beginning January 1, 2006 and thereafter at the yearly salary not to exceed \$29,952.00.

#### **RESOLUTION 2006-06**

##### **APPOINTING SOLICITOR AND FIXING THEIR TERM OF OFFICE**

WHEREAS, there exists a need for a Solicitor; and

WHEREAS, funds are available for those purposes, and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1, et seq) requires that the Resolution authorizing the award of contracts for "Professional Services" must be publicly advertised.

NOW, THEREFORE, BE IT RESOLVED by the Delanco Sewerage Authority of the Township of Delanco, County of Burlington, and State of New Jersey, that:

SECTION 1: Mr. Thomas Coleman of Raymond & Coleman, LLP be appointed to the office of solicitor for the term of one (1) month expiring March 14, 2006 and thereafter until his successor shall be appointed.

SECTION 2: This resolution or a Notice thereof shall be printed once in the Burlington County Times, as required by law.

SECTION 3: The Authority is authorized to execute on its behalf any individual contracts setting forth the professional services to be performed by the above and the rates of compensation to be paid.

**RESOLUTION 2006-07**

**APPOINTING ENGINEER AND FIXING THEIR TERM OF OFFICE**

WHEREAS, there exists a need for a Engineer; and

WHEREAS, funds are available for those purposes, and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1, et seq) requires that the Resolution authorizing the award of contracts for "Professional Services" must be publicly advertised.

NOW, THEREFORE, BE IT RESOLVED by the Delanco Sewerage Authority of the Township of Delanco, County of Burlington, and State of New Jersey, that:

SECTION 1: Mr. William Birdsall of Birdsall Engineering, Inc be appointed to the office of engineer for the term of one (1) month expiring March 14, 2006 and thereafter until his successor shall be appointed.

SECTION 2: This resolution or a Notice thereof shall be printed once in the Burlington County Times, as required by law.

SECTION 3: The Authority is authorized to execute on its behalf any individual contracts setting forth the professional services to be performed by the above and the rates of compensation to be paid.

**RESOLUTION 2006-08**

**APPOINTING AUDITOR AND FIXING THEIR TERM OF OFFICE**

WHEREAS, there exists a need for a Auditor; and

WHEREAS, funds are available for those purposes, and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1, et seq) requires that the Resolution authorizing the award of contracts for "Professional Services" must be publicly advertised.

NOW, THEREFORE, BE IT RESOLVED by the Delanco Sewerage Authority of the Township of Delanco, County of Burlington, and State of New Jersey, that:

SECTION 1: Mr. John J Maley, CPA be appointed to the office of auditor for the term of one (1) month expiring March 14, 2006 and thereafter until his successor shall be appointed.

SECTION 2: This resolution or a Notice thereof shall be printed once in the Burlington County Times, as required by law.

SECTION 3: The Authority is authorized to execute on its behalf any individual contracts setting forth the professional services to be performed by the above and the rates of compensation to be paid.

**RESOLUTION 2006-09**

**APPOINTING PUBLIC AGENCY COMPLIANCE OFFICER**

WHEREAS, there exists a need for a Public Agency Compliance Officer;

NOW, THEREFORE, BE IT RESOLVED by the Delanco Sewerage Authority of the Township of Delanco, County of Burlington, and State of New Jersey, that SHARLANN M. DALEY be appointed to the office and position of Public Agency Compliance Officer.

**RESOLUTION 2006-10**

**APPOINTING SEWER TAX SEARCH OFFICER FOR THE SEWERAGE AUTHORITY**

WHEREAS, there exists a need for a Sewer Tax Search Officer for the Sewerage Authority;

NOW, THEREFORE, BE IT RESOLVED by the Delanco Sewerage Authority of the Township of Delanco, County of Burlington, and State of New Jersey, that SHARLANN M. DALEY be appointed to the office and position of Sewer Tax Search Officer.

**RESOLUTION 2006-11**

**RESOLUTION DESIGNATING OFFICIAL NEWSPAPER FOR LOCAL PUBLICATION FOR THE DELANCO SEWERAGE AUTHORITY**

BE IT RESOLVED by the Delanco Sewerage Authority of the Township of Delanco, in the County of Burlington and State of New Jersey that the Burlington County Times, a local newspaper published daily in the Township of Willingboro, in the County of Burlington, and State of New Jersey, and circulating in the Township of Delanco, be and hereby is designated as the official newspaper for the publication of legal notices, resolutions, audits or notices of any kind. Also, the Courier Post, a newspaper published daily in the County of Camden and State of New Jersey and circulating in the Township of Delanco, be designated as a subsidiary official newspaper for any such publications deemed necessary to publish in a second newspaper.

**RESOLUTION 2006-12**

**DESIGNATING DELANCO FEDERAL SAVINGS BANK, FARMERS AND MECHANICS BANK, BANK OF AMERICA, SOVEREIGN BANK, AND COMMERCE BANK AS DEPOSITORIES OF CERTAIN FUNDS OF THE DELANCO SEWERAGE AUTHORITY**

WHEREAS, N.J.S.A. 40:4-63 provides that monies held in any separate fund shall be treated as monies held in trust for the purposes for which separate fund was created and shall not be diverted to any other purpose.

NOW, THEREFORE BE IT RESOLVED by the Delanco Sewerage Authority of the Township of Delanco, County of Burlington, and State of New Jersey that:

Section 1. Delanco Federal Savings Bank, Farmers and Mechanics, Bank of America, Sovereign Bank and Commerce Bank shall be designated as depositories for such accounts of the Sewerage Authority.

Section 2. All disbursements from the General Account shall be made by checks signed by the Chairman and Treasurer. All disbursements from the Payroll Account shall be made by checks signed by the Treasurer. All disbursements from the Money Market Account shall be made by checks signed by the Treasurer.

**RESOLUTION 2006-13**

**ANNUAL CASH MANAGEMENT PLAN**

WHEREAS, this plan is established to comply with the requirements of N.J.S.A. 40A:S-14 and to provide a guide to officials and employees in carrying out their duties concerning the receipt and disbursement of all funds of the Delanco Sewerage Authority, County of Burlington.

NOW, THEREFORE, BE IT RESOLVED, that the following Cash Management Plan of the Delanco Sewerage Authority be and hereby is adopted:

a. The Board of Directors shall annually designate the legal depositories for all funds. The resolution may be amended or supplemented from time to time as the members deem necessary. Such resolution shall be deemed a part of the Cash Management Plan.

b. The Board of Directors shall annually establish the required signatories to all bank accounts.

c. All funds received by any official or employee shall be deposited within 48 hours to an interest bearing account in the name of the Delanco Sewerage Authority, County of Burlington.

d. All revenues received by the Treasurer shall be deposited to interest bearing accounts in the legal depositories.

e. The following funds shall not be required to be maintained in interest bearing accounts:

1. Change Funds
  2. Petty Cash Funds
  3. Payroll Funds
  4. Trust funds to the extent that the deposit of such funds to an interest bearing account would require by law the payment of interest to the provider of funds.
  5. Checking accounts established for the express purpose of paying bills approved by the Board of Directors. The balances in those funds shall be kept at the minimum amount required for the orderly operation of the account.
  6. Compensating balances maintained for the purpose of obtaining specific services from financial institutions. Such accounts shall be established only under terms of written agreements approved by the Board of Directors.
- f. No Authority funds shall be disbursed by the Treasurer prior to approval of the Board of Directors except for:
1. Debt Service Payments
  2. Payroll turnovers to agencies
- g. All persons submitting a claim for payment from Authority monies shall present a detailed bill of items or demand, specifying how the bill or demand is made up, with the certification of the party claiming payment that it is correct.
- h. All claims approved for payment shall carry a certification of an official or designated employee of the Authority having knowledge of the facts that the goods have been received by, or the services rendered to, the Authority.
- i. All claims approved for payment by the Authority shall be recorded in the minutes of the Authority meetings which shall upon approval of the minutes, be open to the public.
- j. Payment of claims shall be by check drawn on the Authority, signed by the Chairman and countersigned by such other official or officials as designated by resolution.
- k. The Authority shall, by resolution passed by not less than a majority of the full membership, designate the manner in which and the time in which salaries, wages or other compensation for services shall be paid.

Motion by Mr. Jenkins, seconded by Mrs. Price to adopt Resolutions 2006-04 through 2006-13  
Roll Call: Mr. Dragos, yes; Mrs. Hinkle, yes; Mr. Jenkins, yes; Mrs. Price, yes;  
Mr. Dillenbeck, yes

#### **APPROVAL OF MINUTES:**

Motion by Mrs. Hinkle, seconded by Mr. Dragos to approve the January 10, 2006 meeting  
Roll Call: Mr. Dragos, yes; Mrs. Hinkle, yes; Mr. Jenkins, abstain; Mrs. Price, yes;  
Mr. Dillenbeck, yes

#### **TREASURER'S REPORT:**

Motion by Mrs. Hinkle, seconded by Mrs. Price to accept the Treasurer's report for January  
Roll Call: Mr. Dragos, yes; Mrs. Hinkle, yes; Mr. Jenkins, yes; Mrs. Price, yes;  
Mr. Dillenbeck, yes

#### **PAYMENT OF BILLS:**

Motion by Mrs. Price, seconded by Mrs. Hinkle to approve the payment of bills totaling \$68,197.03  
Roll Call: Mr. Dragos, yes; Mrs. Hinkle, yes; Mr. Jenkins, yes; Mrs. Price, yes;  
Mr. Dillenbeck, yes

<u>Check #</u>	<u>Payee</u>	<u>Amt Paid</u>
EFTPS	Electronic Federal Tax Payment System	2,921.54
EFTPS	State of New Jersey	398.76
TEPS	P.E.R.S.	865.06
TEPS	P.E.R.S.	1,990.00
TEPS	NJ State Health Benefits Program	1,137.37
TEPS	NJ State Health Benefits Program	830.16
1909	ABB Inc	472.50
1910	AFA Protective Systems Inc	137.00
1911	Allstate Power Vac Inc	27,440.00
1912	Arch Wireless	21.22
1913	Birdsall Engineering Inc	2,008.25
1914	Burlington County Times	75.64
1915	Courier Post	43.24
1916	Delanco Sewerage Authority	7,553.32
1917	Joseph J. Hays	848.64
1918	John J Maley, CPA/RMA	770.00
1919	MGL Forms	153.00
1920	Nextel Communications	83.19
1921	One Call Systems, Inc	92.04
1922	Petty Cash	62.76
1923	Postmaster	160.00
1924	PSE&G	953.13
1925	Raymond & Coleman, LLP	662.50
1926	T C Irons Insurance Agency	18,389.00
1927	Verizon	148.71
<b>TOTAL</b>		<b>\$68,197.03</b>

## **OLD BUSINESS**

### **PROJECTS:**

1. Infiltration Plan: Mr. McCarthy will now be Mr. Birdsall's representative. Mr. McCarthy reported Allstate Power Vac subcontracted Stevenson & Sons to perform repairs on the sewer on Princeton Avenue. These repairs were necessary as a result of an installed liner not conformed to the shape of the sewer pipe. Stevenson & Sons has completed all but one (1) section (approx 17 feet) of pipe repair. Allstate has agreed to re-televiser the entire sewer to determine if it will now be acceptable. Mr. Jenkins suggested replacing the pipe from manhole to manhole. Mr. Dillenbeck agreed but stated most of the cost should be Allstate's responsibility since they created this problem. Mr. Weller stated Allstate has suggested using Mr. John Wendler for replacing the pipe. After a discussion, the Authority agreed to have Mr. McCarthy obtain prices from Allstate Power Vac to replace the pipe 3 feet from each manhole. Motion by Mr. Dillenbeck, seconded by Mrs. Hinkle to authorize Mr. Weller to contact Liaisons Jenkins and Dragos to discuss the prices Allstate will submit to replace the pipe. Roll Call: Mr. Dragos, yes; Mrs. Hinkle, yes; Mr. Jenkins, yes; Mrs. Price, yes; Mr. Dillenbeck, yes

### **UPDATES**

1. Land Use Board's Project Applications: Mr. McCarthy reported the Newtons Landing Pump Station meeting was held and Pulte Homes presented their position regarding the reimbursement

that they are due for the lowering of the pump station. Mr. Birdsall presented the Authority position regarding the reimbursement indicating the original estimate was bound unless Pulte can present backup information to support their cost. Mr. Birdsall also presented to Pulte the connection fee that would be due for the Club House. Mr. Dillenbeck stated the odor, noise and hydraulic leak was also discussed at the meeting. Mr. Weller suggested sending a letter to the Homeowners Association and to the surrounding residents asking to submit any issues they may have with the pump station; Riverwinds has requested release of their bonds, but Mr. McCarthy reported these will not be released because they have not submitted their as-builts.; Rivers Edge has no issues at this time.; The Point has no issues at this time.; Savannah Mews has received approval for 161 units.; JES Urban/Simonik Moving & Storage has no issues at this time.; Dietz & Watson received approval and Birdsall Engineering recalculated their connection fee based upon additional employees.; Creek Side received a use variance approval for Council on Affordable Housing (COAH) units. Mrs. Hinkle stated Mr. Birdsall recalculated Dietz & Watson's connection for an additional \$21,394. Mrs. Hinkle asked if a company increases its employee base and we recalculate their connection fee because of it, does the Authority give a credit for those companies that decrease its employee base. Mr. Coleman stated he is looking into this because Mr. Weller has just submitted case law stating that once a connection is made no recalculations may be made.

Motion by Mr. Dillenbeck, seconded by Mr. Jenkins to not charge Dietz & Watson the additional connection fee but will change their EDU's in their quarterly sewer billing to equal 21 instead of its current 4.

Roll call: Mr. Dragos, yes; Mrs. Hinkle, yes; Mr. Jenkins, yes; Mrs. Price, yes; Mr. Dillenbeck, yes

2. Beverly Sewerage Authority Meeting Report: Mr. Dragos reported they had their reorganization with Mr. Lowden as Chairman and Mr. Coleman as the attorney.

3. Operator's Report: Mr. Weller reported the flows are under control and the infiltration plan is working until the snow melts. Mr. Weller reported the Newtons Landing development has 260 units now and are still below their allowable flow by 18,000 gpd. Mr. Weller stated Candace Jennings at 473 West Ave would like to install a fence around the adjacent easement to her property. Mr. Coleman will create an agreement between Ms. Jennings and the Sewerage Authority. Mr. Weller reported Mrs. Daley had a utility software crash and suggested changing programs. The Authority agreed and Mrs. Daley will look into this further.

The Authority agreed to change the due dates for the sewer billing to be February 1, May 1, August 1 and November 1 and to extend the office hours to mimic the tax office.

4. Approval of Members' job description

**RESOLUTION 2006-14**

Motion by Mrs. Hinkle, seconded by Mr. Dragos to adopt Resolution 2006-14 to accept the Members' job description as amended

Roll Call: Mr. Dragos, yes; Mrs. Hinkle, yes; Mr. Jenkins, yes; Mrs. Price, yes; Mr. Dillenbeck, yes

**NEW BUSINESS:**

1. Appoint Review Committee

Motion by Mr. Dillenbeck, seconded by Mr. Jenkins to appoint Mrs. Hinkle & Mr. Jenkins as the

Review Committee to review the submitted professional proposals and present their recommendations to the Authority

Roll Call: Mr. Dragos, yes; Mrs. Hinkle, yes; Mr. Jenkins, yes; Mrs. Price, yes;  
Mr. Dillenbeck, yes

2. Amend Returned Check Fee

**RESOLUTION 2006-15**

Motion by Mrs. Hinkle, seconded by Mr. Dillenbeck to adopt Resolution 2006-15 to amend the returned check fee from \$25 to \$20 pursuant to N.J.S.A. 40:14A-7.4 which states a sewerage authority may charge \$20 for returned checks

Roll Call: Mr. Dragos, yes; Mrs. Hinkle, yes; Mr. Jenkins, yes; Mrs. Price, yes;  
Mr. Dillenbeck, yes

3. Distributec, Inc. Sewer Rate

Distributec, Inc (block 1900 lot 5) submitted a request that their sewer account be based on consumption instead of its current fixed rate of \$1897.00 per quarter because they no longer have 250 employees; they only have 6 employees. Mr. Coleman cautioned the Authority that every manufacturing fixed rate will submit their request to be based on consumption as well for potential revenue loss. Mrs. Daley didn't believe there were any other manufacturing accounts with a fixed rate.

Motion by Mr. Dillenbeck, seconded by Mr. Jenkins to base Distributec, Inc, located at 800 Coopertown Road, a.k.a. block 1900 lot 5, sewer account on consumption instead of its current \$1897.00 fixed rate.

Roll Call: Mr. Dragos, yes; Mrs. Hinkle, abstain; Mr. Jenkins, yes; Mrs. Price, yes;  
Mr. Dillenbeck, yes

**MEETING OPENED TO THE PUBLIC**

Mr. Dillenbeck opened the meeting to the public.

**MEETING CLOSED TO THE PUBLIC**

Since there were no comments, Mr. Dillenbeck closed the meeting to the public.

Motion by Mrs. Hinkle, seconded by Mr. Dragos to adjourn the meeting

Roll Call: Mr. Dragos, yes; Mrs. Hinkle, yes; Mr. Jenkins, yes; Mrs. Price, yes;  
Mr. Dillenbeck, yes

Sharlann Daley  
Sec/Treas

2/14/2006 REGULAR