

**MINUTES
DELANCO SEWERAGE AUTHORITY
DECEMBER 11, 2007**

The meeting was called to order by Chairman Dragos at 7:00 pm.

ROLL CALL

Members present: Mr. Dillenbeck, Mrs. Hinkle, Mr. Jenkins, Mr. Lewandowski, Mr. Dragos
Also present: Thomas Coleman, Attorney, William Kirchner, Engineer, Fred Weller, Ex Director

FLAG SALUTE

The flag salute was led by Mr. Dragos.

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 January 12, 2007 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.

APPROVAL OF MINUTES:

Motion by Mrs. Hinkle, seconded by Mr. Dillenbeck to approve the November 13, 2007 minutes
Roll Call: Mr. Dillenbeck, yes; Mrs. Hinkle, yes; Mr. Jenkins abstain; Mr. Lewandowski abstain
Mr. Dragos, yes

TREASURER'S REPORT:

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

PAYMENT OF BILLS:

Motion by Mr. Lewandowski, seconded by Mr. Dillenbeck to approve the payment of bills totaling \$42,162.55
Roll Call: Mr. Dillenbeck, yes; Mrs. Hinkle, yes; Mr. Jenkins, yes; Mr. Lewandowski, yes;
Mr. Dragos, yes

| <u>Check #</u> | <u>Payee</u> | <u>Amt Paid</u> |
|----------------|---------------------------------------|-----------------|
| EFTPS | Electronic Federal Tax Payment System | 2,363.04 |
| EFTPS | State of New Jersey | 303.14 |
| TEPS | P.E.R.S. | 833.35 |
| TEPS | NJ State Health Benefits Program | 2,184.27 |
| TEPS | NJ State Health Benefits Program | 855.97 |
| 2292 | Beverly Sewerage Authority | 24,096.78 |
| 2293 | Burlington County Times | 110.76 |
| 2294 | C. Stevenson & Son Inc | 325.00 |
| 2295 | Chase Visa | 42.78 |
| 2296 | Delanco Sewerage Authority | 6,129.27 |
| 2297 | Environmental Resolutions Inc | 415.00 |
| 2298 | Joseph J. Hays | 1,029.84 |
| 2299 | Nextel Communications | 173.41 |
| 2300 | One Call Systems Inc | 35.42 |
| 2301 | Perfect Services Co | 202.50 |
| 2302 | Petty Cash | 33.03 |
| 2303 | Postmaster | 70.00 |
| 2304 | Postmaster | 41.00 |

| | | |
|------|------------------------|--------------------|
| 2305 | PSE&G | 1,312.56 |
| 2306 | Raymond & Coleman, LLP | 112.50 |
| 2307 | Staples Credit Plan | 34.17 |
| 2308 | Township of Delanco | 299.72 |
| 2309 | Township of Delanco | 168.77 |
| 2310 | USA Mobility | 24.18 |
| 2311 | Verizon | 136.60 |
| 2312 | Wilson Web Services | 397.50 |
| 2313 | Antonio & Sandra Leone | 143.72 |
| 2314 | Evelyn McQuade | 219.26 |
| 2315 | Daniel & Linda Yaniro | 69.01 |
| | TOTAL | \$42,162.55 |

ADOPTION OF RATE INCREASE AND PUBLIC HEARING: The Authority wishes to increase all the minimum rate fees by \$8.00 per year or \$2.00 per quarter. Public hearing was advertised on November 20, 2007. Mr. Stewart, DSA auditor, provided testimony regarding the rate increase. Mr. Lewandowski asked when was the last rate increase and Mrs. Hinkle replied about eight (8) years ago.

PUBLIC HEARING OPEN TO THE PUBLIC

Mr. Dragos opened the hearing to the public.

Marlene Jass, 4 McCay Way, asked how many years has the Authority used surplus to balance the budget. Mr. Stewart replied the last three (3) years.

Mrs. Jass asked by how much has it been reduced every year. Mr. Stewart replied the total reduction for the past three (3) years has been about \$700,000.

Mrs. Jass asked if the Authority usually uses surplus to balance the budget. Mr. Stewart replied the Authority uses minimum surplus funds.

Mr. Stewart stated the increase is necessary due to increases in the sewer treatment costs to Beverly Sewerage Authority, insurances and general operating costs.

Mrs. Jass asked if this increase will cover the revenue loss. Mr. Stewart replied not right away.

Mr. Dillenbeck stated the Authority is trying to reach a balance eventually.

Mr. Lewandowski stated if the Authority was to replenish it's \$225,000 loss for this year the increase would be significantly more.

Mrs. Jass asked if there will be an increase next year. Mr. Stewart, Mr. Coleman and Mr. Dillenbeck all replied that there may be another increase next year but are not certain of this.

PUBLIC HEARING CLOSED TO THE PUBLIC

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

RESOLUTION 2007-38

Motion by Mr. Dillenbeck, seconded by Mr. Jenkins to adopt Resolution 2007-38 to adopt the rate increase

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

RESOLUTION 2007-38

RESOLUTION ADOPTING A REVISION TO THE SERVICE FEES OR RENTALS TO BE CHARGED FOR THE USE OF ANY SEWERAGE SYSTEM OF THE DELANCO SEWERAGE AUTHORITY OUTLINED IN THE DELANCO SEWERAGE

AUTHORITY CODE UNDER CHAPTER 465-6 "SERVICE CHARGES AND RENTALS" AS \$8.00 PER YEAR INCREASE OR \$2.00 PER QUARTER INCREASE ON ALL MINIMUM CHARGES

WHEREAS, the Delanco Sewerage Authority ("Authority"), as the result of a study conducted by the Authority's appointed Auditor, has determined that the current minimum fee charged to individual customers is inadequate to pay all of the expenses of operation and maintenance of the sewerage system, including reserves, insurance, extensions, replacements and to pay the principal and interest of its debt and to further maintain adequate reserves as may be necessary or desirable; and

WHEREAS, the Authority deems it to be proper and in the best interest of the Authority and the users of its sewerage system to make the revisions, hereinafter provided for in the service charges; and

WHEREAS, the Authority will increase all minimum charges by \$8.00 per year or \$2.00 per quarter

NOW, THEREFORE, BE IT RESOLVED by the Delanco Sewerage Authority as follows: **§ 465-6. Service charges and rentals.**

A. Quarterly charges for sanitary sewerage services.

(1) Schedule A: Residential. The minimum quarterly charge for each one-family residential dwelling, each dwelling unit of an apartment or of a multiple-family dwelling, or of a condominium and for a house shall be \$70 per quarter with a minimum allowance of 10,000 gallons.

(2) Schedule B: Commercial. The minimum quarterly charge for each hall, public building (except schools, churches, nursing homes and boarding homes), firehouses, saloons, clubs, stores, offices, restaurants, warehouses, service stations, public garages and other commercial establishments shall be \$81 per quarter with a minimum allowance of 10,000 gallons.

(3) Schedule C: Churches and Places of Worship. The minimum quarterly charge for each church and place of worship shall be \$145 per quarter with a minimum allowance of 20,000 gallons.

(4) Schedule D: Public and Private Schools. The minimum quarterly charge for each public or private school shall be \$145 per quarter with a minimum allowance of 20,000 gallons.

(5) Schedule E: Manufacturing and Industrial Plants. The minimum quarterly charge for each manufacturing and industrial plant shall be \$249 per quarter with a minimum allowance of 30,000 gallons.

(6) Schedule F: Nursing Home or Boarding Home. The charge for each building used to house the residents of a nursing home or a boarding home shall be \$145 per quarter with a minimum allowance of 10,000 gallons. Other buildings used in connection with the nursing home or the boarding home shall pay the commercial rate.

(7) Schedule G: Residential Unmetered Service, Single Unit. The minimum quarterly charge for a single-family residential unit with unmetered private waste supply shall be \$84 per quarter.

OLD BUSINESS

1. Infiltration Plan - Manhole Rehabilitation: Mr. Kirchner reported the bid opening for the manhole rehabilitation was held on December 5, 2007 at 10am and Mr. Weller was present. Mr. Kirchner reported there were two (2) bids received and Terre Hill Composites were the apparent low bid. Mr. Kirchner stated the work should be completed within three (3) to four (4) weeks depending on the weather.

RESOLUTION 2007-39

Motion by Mr. Jenkins, seconded by Mr. Dillenbeck to adopt Resolution 2007-39 to accept the bid from Terre Hill for the amount of \$31,934.40 and certifying that funds are available
Roll Call: Mr. Dillenbeck, yes; Mrs. Hinkle, yes; Mr. Jenkins, yes; Mr. Lewandowski, yes; Mr. Dragos, yes

RESOLUTION 2007-39

RESOLUTION ACCEPTING A BID FOR PHASE II OF THE REHABILITATION OF EXISTING MANHOLES THROUGHOUT THE TOWNSHIP OF DELANCO AND AUTHORIZING THE EXECUTION OF A CONTRACT BETWEEN THE DELANCO SEWERAGE AUTHORITY AND TERRE HILL COMPOSITES INC IN THE AMOUNT OF \$31,934.40 AND AUTHORIZING THAT FUNDS ARE AVAILABLE

WHEREAS, the Delanco Sewerage Authority has determined there exists a need to continue with Phase II to rehabilitate existing manholes throughout the Township of Delanco; and

WHEREAS, Terre Hill Composites Inc submitted the lowest bid and the Authority has reviewed the bid submitted; and

WHEREAS, the Authority desires to award a contract for the said bid to rehabilitate existing manholes throughout the Township of Delanco; and

WHEREAS, the Authority has determined that the bid from Terre Hill Composites Inc of Ephrata, PA is the lowest for this project at a price of \$31,934.40 and has complied with the requirements contained in the notice to bid and satisfied the Authority that it will perform the required work and it has provided the certificate of insurance required.

NOW THEREFORE, BE IT RESOLVED, by the Delanco Sewerage Authority, that the bid from Terre Hill Composites Inc be accepted and the contract for said project be awarded to Terre Hill Composites Inc in the form and embodying the terms set forth in the specifications and proposal.

2. Escrow projects (Rivers Edge, Creekside, Savannah Mews): Mr. Kirchner reported there is nothing new with Savannah Mews, Creekside received their JLUB approvals and Mr. Kirchner submitted bond and escrows figures, Rivers Edge cleaned out the laterals.
3. Beverly Sewerage Authority Meeting Report: Mr. Lewandowski stated he has matters for executive session
4. Operator's Report: Mr. Weller reported the flows are down.
5. Burlington Ave residents: Mr. Kirchner reported he received access rights from Gres & Kaluzny. Mr. Kirchner stated the markouts have been called and the work should be complete by the next meeting depending on the weather.
6. Coopertown Road Fair Share: Mr. Coleman reported the letters are complete and should be sent by Friday, December 14, 2007

NEW BUSINESS:

1. Budget Transfer

RESOLUTION 2007-40

Motion by Mr. Dillenbeck, seconded by Mrs. Hinkle to adopt Resolution 2007-40 for a budget transfer of \$47,800

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

RESOLUTION 2007-40

A RESOLUTION OF THE DELANCO SEWERAGE AUTHORITY, COUNTY OF BURLINGTON AND STATE OF NEW JERSEY AUTHORIZING THE TRANSFER OF FUNDS WITHIN THE OPERATING BUDGET

WHEREAS, a review of the 2007 Budget shows line items with insufficient unexpended balances; and

WHEREAS, it is the desire of the Authority Members to transfer funds to line items in the operating budget where needed to avoid budget overexpenditures.

NOW, THEREFORE, BE IT RESOLVED by the Delanco Sewerage Authority that the following amendments be made:

From

| | |
|-----------------------------|----------------|
| Money Market Account | \$16,800 |
| Salaries-Dep Sec/Treas | \$2,000 |
| Hospitalization Insurance | \$5,000 |
| Office Expense-Other | \$3,000 |
| Office Expense-Codification | \$8,000 |
| Legal Expense | \$2,000 |
| Insurance | \$3,000 |
| Equipment & Supplies | \$2,000 |
| Engineering Services | \$4,000 |
| Other Expenses | <u>\$2,000</u> |
| Total | \$47,800 |

To

| | |
|-----------------------------------|-----------------|
| Workman's Comp Insurance | \$1,000 |
| Electric Power | \$2,000 |
| Repairs & Maintenance Lines-other | \$8,000 |
| BSA Contractual | <u>\$36,800</u> |
| Total | \$47,800 |

BE IT FURTHER RESOLVED, that three certified copies of this resolution be filed forthwith in the Office of the Director of Local Government Services.

2. Overpayment refund

RESOLUTION 2007-41

Motion by Mr. Lewandowski, seconded by Mr. Dillenbeck to adopt Resolution 2007-41 to refund overpayments to tax map Block 1109 Lot 7, Block 1408 Lot 5 and Block 1411 Lot 2
Roll Call: Mr. Dillenbeck, yes; Mrs. Hinkle, yes; Mr. Jenkins, yes; Mr. Lewandowski, yes; Mr. Dragos, yes

RESOLUTION 2007-41

A RESOLUTION OF THE DELANCO SEWERAGE AUTHORITY, COUNTY OF BURLINGTON AND STATE OF NEW JERSEY TO REFUND A SEWER OVERPAYMENT TO VARIOUS RESIDENTS OWNING PROPERTIES IN THE TOWNSHIP OF DELANCO

WHEREAS, the Delanco Sewerage Authority has determined the following have overpaid 2007 sewer taxes due to double payments; and

WHEREAS, the following is entitled to a refund:

Sewer Acct: Antonio & Sandra Leone
371763 422 Ash St
Delanco, NJ 08075
Block 1408, Lot 5
Amount: \$143.72

Sewer Acct: Evelyn McQuade
370650 701 Rancocas Ave
Delanco, NJ 08075
Block 1411, Lot 2
Amount: \$219.26

Sewer Acct: Daniel & Linda Yaniro
350272 226 Union Ave
Delanco, NJ 08075
Block 1109, Lot 7
Amount: \$69.01

NOW, THEREFORE, BE IT RESOLVED, by the Delanco Sewerage Authority of the Township of Delanco that the Authority Treasurer be authorized to send checks from the Sewer account in the above amounts to the above property owners

3. Approval of 2008 Meeting Schedule

Motion by Mr. Jenkins, seconded by Mr. Dillenbeck to approve 2008 meeting schedule
Roll Call: Mr. Dillenbeck, yes; Mrs. Hinkle, yes; Mr. Jenkins, yes; Mr. Lewandowski, yes;
Mr. Dragos, yes

4. Appoint Sub-committee to review and report on the RFP/RFQ for the professionals
Motion by Mr. Dillenbeck, seconded by Mrs. Hinkle to appoint Mr. Lewandowski and Mr. Jenkins as the RFP/RFQ sub-committee
Roll Call: Mr. Dillenbeck, yes; Mrs. Hinkle, yes; Mr. Jenkins, yes; Mr. Lewandowski, yes;
Mr. Dragos, yes

MEETING OPENED TO THE PUBLIC

Mr. Dragos opened the meeting to the public.

MEETING CLOSED TO THE PUBLIC

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

RESOLUTION 2007 - 42 EXECUTIVE SESSION

Motion by Mr. Lewandowski, seconded by Mr. Jenkins to approve Resolution 2007 - 42 to go into Executive session pursuant to N.J.S.A. 10:4-12 to discuss Contractual matters

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

Motion by Mr. Lewandowski, seconded by Mr. Dillenbeck to return to public session.

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

Motion by Mr. Dillenbeck, seconded by Mr. Jenkins to adjourn the meeting.

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