

**MINUTES
DELANCO SEWERAGE AUTHORITY
FEBRUARY 12, 2008**

The meeting was called to order by Mrs. Daley at 7:00 pm.

ROLL CALL

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

FLAG SALUTE

The flag salute was led by Mrs. Daley.

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 5, 2008 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. Fynan was appointed to the Delanco Sewerage Authority for a term of five years beginning February 1, 2008 until January 31, 2013. Mr. Fynan took the oath of office and qualifies as a member of the Authority for the term established by law.

ANNUAL REORGANIZATION

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.")

1. Appointment of officers for 2008:

Chairperson:

To appoint Mr. Dillenbeck as Chairperson

Vice-Chairperson:

To appoint Mr. Jenkins as Vice-Chairperson

Financial Liaison:

To appoint Mr. Dillenbeck as Financial Liaison

Beverly Sewerage Authority Liaison Representative:

To appoint Mr. Lewandowski as the Beverly Sewerage Authority Liaison and to attend BSA meetings

Township Emergency Management Board Liaison Representative:

To appoint Mrs. Hinkle as the Township Emergency Management Board Liaison Representative for the Sewerage Authority

Motion by Mr. Dillenbeck, seconded by Mr. Lewandowski to appoint the above mentioned Officers for 2008

Roll Call: Mr. Dillenbeck, yes; Mr. Fynan, yes; Mrs. Hinkle, yes; Mr. Jenkins, yes;
Mr. Lewandowski, 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 2008-01 TO 2008-10

RESOLUTION 2008-01

Resolution Fixing the Annual Compensation for Authority Members

RESOLUTION 2008-01

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, 2008 and ending January 31, 2009 shall be the sum of \$1,400.00.

RESOLUTION 2008-02

Resolution Appointing Sharlann Daley as Secretary/Treasurer and Fixing Annual Compensation

RESOLUTION 2008-02

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, 2008 and thereafter at the yearly salary not to exceed \$32,396.00.

RESOLUTION 2008-03

Resolution Appointing Thomas Coleman as Solicitor for one (1) year expiring January 31, 2009

RESOLUTION 2008-03

AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT FOR SOLICITOR AND FIXING THEIR TERM OF OFFICE

WHEREAS, the Delanco Sewerage Authority (hereinafter "Authority") has a need to acquire a solicitor and the contract is awarded as a "fair and open" process pursuant to the provisions of N.J.S.A. 19:44A-20.4 ; and

WHEREAS, the Authority has determined and certified in writing that the value of the acquisition will exceed \$17,500, and

WHEREAS, the anticipated term of this contract is one (1) year expiring January 31, 2009; and

WHEREAS, Mr. Thomas Coleman of Raymond & Coleman, LLP has submitted a proposal indicating he will provide legal services

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) year expiring January 31, 2009 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 2008-04

Resolution appointing William Kirchner as Engineer for one (1) year expiring January 31, 2009

RESOLUTION 2008-04

AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT FOR ENGINEER AND FIXING THEIR TERM OF OFFICE

WHEREAS, the Delanco Sewerage Authority (hereinafter "Authority") has a need to acquire a engineer and the contract is awarded as a "fair and open" process pursuant to the provisions of N.J.S.A. 19:44A-20.4 ; and

WHEREAS, the Authority has determined and certified in writing that the value of the acquisition will exceed \$17,500, and

WHEREAS, the anticipated term of this contract is one (1) year expiring January 31, 2009; and

WHEREAS, Mr. William Kirchner of Environmental Resolutions, Inc has submitted a proposal indicating he will provide engineering services

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 Kirchner of Environmental Resolutions, Inc be appointed to the office of engineer for the term of one (1) year expiring January 31, 2009 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 2008-05

Resolution appointing Robert Stewart as Auditor for one (1) year expiring January 31, 2009

RESOLUTION 2008-05

AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT FOR AUDITOR AND FIXING THEIR TERM OF OFFICE

WHEREAS, the Delanco Sewerage Authority (hereinafter "Authority") has a need to acquire a auditor and the contract is awarded as a "fair and open" process pursuant to the provisions of N.J.S.A. 19:44A-20.4 ; and

WHEREAS, the Authority has determined and certified in writing that the value of the acquisition will exceed \$17,500, and

WHEREAS, the anticipated term of this contract is one (1) year expiring January 31, 2009; and

WHEREAS, Mr. Robert Stewart of Inverso & Stewart has submitted a proposal indicating he will provide auditing and accounting services

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. Robert Stewart of Inverso & Stewart be appointed to the office of auditor for the term of one (1) year expiring January 31, 2009 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 2008-06

Resolution Appointing Sharlann Daley as Public Agency Compliance Officer

RESOLUTION 2008-06

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 2008-07

Resolution Appointing Sharlann Daley as Sewer Tax Search Officer for the Sewerage Authority

RESOLUTION 2008-07

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 2008-08

Resolution Designating the Burlington County Times and Courier Post as the Official Newspapers for Local Publication for the Delanco Sewerage Authority

RESOLUTION 2008-08

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 2008-09

Resolution Designating Delanco Federal Savings Bank, Beneficial Bank and Commerce Bank as depositories of Certain Funds of the Delanco Sewerage Authority

RESOLUTION 2008-09

DESIGNATING DELANCO FEDERAL SAVINGS BANK, BENEFICIAL 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, Beneficial 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 authorized members of the Delanco Sewerage Authority 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 2008-10

Resolution Establishing the Cash Management Plan for the Delanco Sewerage Authority

RESOLUTION 2008-10

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 Mrs. Hinkle, seconded by Mr. Lewandowski to adopt Resolutions 2008-01 through 2008-10

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

APPROVAL OF MINUTES:

Motion by Mr. Jenkins, seconded by Mrs. Hinkle to approve the January 8, 2008 meeting

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

TREASURER'S REPORT:

Motion by Mr. Jenkins, seconded by Mr. Lewandowski to accept the Treasurer's report for January

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

PAYMENT OF BILLS:

Motion by Mrs. Hinkle, seconded by Mr. Lewandowski to approve the payment of bills totaling \$65,556.32

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

<u>Check #</u>	<u>Payee</u>	<u>Amt Paid</u>
2334	Postmaster	446.42
2335	Delanco Sewerage Authority	3,000.00
EFTPS	Electronic Federal Tax Payment System	3,168.28
EFTPS	State of New Jersey	441.95
TEPS	P.E.R.S.	816.25
TEPS	NJ State Health Benefits Program	2,184.27
TEPS	NJ State Health Benefits Program	855.97
2336	AFA Protective Systems Inc	151.00
2337	All Industrial Safety Products	69.95
2338	Burlington County Times	38.36
2339	C Stevenson & Son Inc	649.69
2340	Clinton Controls Inc	914.00
2341	Courier Post	42.03
2342	Delanco Sewerage Authority	8,200.00
2343	Environmental Resolutions Inc	2,600.00
2344	Joseph J. Hays	688.68
2345	John Wendler, Inc	16,000.00
2346	Nextel Communications	243.07
2347	One Call Systems, Inc	29.25
2348	Perfect Services Co	630.42
2349	Perfect Services Co	689.19
2350	PSE&G	1,998.20
2351	Raymond & Coleman, LLP	212.50
2352	TC Irons Insurance Agency	20,691.00
2353	TC Irons Insurance Agency	375.00
2354	Township of Delanco	267.00
2355	USA Mobility	16.31
2356	Verizon	137.53
	TOTAL	\$65,556.32

Mr. Coleman and Mr. Kirchner thanked the Authority for re-appointing them.

OLD BUSINESS

1. Infiltration Plan - Manhole Rehabilitation: Mr. Kirchner reported Terre Hill has lined seven (7) of the eight (8) manholes and will complete the last manhole by next week. Mr. Jenkins asked when the project is complete, the prints will be updated to show which manholes have been rehabilitated and Mr. Kirchner replied the prints will be updated and submitted.

2. Escrow projects (Rivers Edge, Creekside, Savannah Mews): Mr. Kirchner reported there is nothing new with the projects and Creekside have not submitted their bonds.

3. Beverly Sewerage Authority Meeting Report: Mr. Lewandowski reported they had their reorganization and the officers and the professionals remained the same. He reported the City Mayor is holding a Tea Party at the dunes in protest of the proposed dredge dumping there.

4. Operator's Report: Mr. Weller reported the flows are steady and it has been the exact same

flow for two (2) weeks in a row.

5. Burlington Ave residents: Mr. Kirchner reported the force main is installed and excavation was needed by the County. Mr. Kirchner stated there have been two (2) complaints regarding trucks bouncing over the trench repair and the steel plate. Mr. Jenkins asked if Mr. Wendler is returning to fix the problem. Mr. Kirchner replied that everything is still settling and it usually takes about thirty (30) to ninety (90) days. He stated that if the issue still remains after that time, he will ask Mr. Wendler to return to repair the problem. Mr. Jenkins asked if there was going to be a box or some type of pit installed. Mr. Kirchner stated it is just the stubs because when the residents install their individual pumps they can tie into the stubs. Mr. Jenkins stated the third (3rd) resident approached him and Mr. Jenkins informed him the stub is installed. Mr. Jenkins stated the resident's septic system is failing and if had a choice of a new septic or tying into the sewer, the resident will tie into the sewer system.

6. Coopertown Road Fair Share: Mr. Coleman reported the letters will be ready for his signature by this Friday, February 15.

NEW BUSINESS:

1. Mr. Jenkins stated Mr. Weller submitted a service contract for the generator for him to review and report on at the next meeting.

2. Mr. Jenkins asked Mr. Kirchner if the County is proceeding with the Coopertown/Creek Roads project. Mr. Kirchner stated the County plans on purchasing the property soon.

3. Mr. Kirchner requested the Authority to authorize him to contact the Township engineer to obtain possible road projects so he can televise them prior.

Motion by Mrs. Hinkle, seconded by Mr. Lewandowski to authorize Mr. Kirchner to contact the Township engineer to obtain any future road projects

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

4. Mr. Jenkins asked Mr. Kirchner about the stormwater regulation changes. Mr. Jenkins asked if the storm drain in front of his property needs to meet all the requirements even though it doesn't go anywhere. Mr. Kirchner replied there is no distinction made between storm drains.

5. Mr. Lewandowski thanked Mrs. Daley and Mr. Weller for creating a flyer regarding non-flushable products. Mrs. Daley stated this information will also be in the Beverly Bee.

MEETING OPENED TO THE PUBLIC

Mr. Dillenbeck opened the meeting to the public.

MEETING CLOSED TO THE PUBLIC

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

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

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