

**MINUTES
DELANCO SEWERAGE AUTHORITY
APRIL 8, 2008**

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

ROLL CALL

Members present Mr. Fynan, Mrs. Hinkle, Mr. Dillenbeck

Members absent: Mr. Jenkins, Mr. Lewandowski

Also present: Thomas Coleman, Attorney, William Kirchner, Engineer, Fred Weller, Ex 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 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.

APPROVAL OF MINUTES:

Motion by Mr. Fynan, seconded by Mr. Dillenbeck to approve the March 11, 2008 meeting

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

TREASURER'S REPORT:

Motion by Mr. Fynan, seconded by Mrs. Hinkle to accept the Treasurer's report for March

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

PAYMENT OF BILLS:

Motion by Mrs. Hinkle, seconded by Mr. Dillenbeck to approve the payment of bills totaling \$60,947.96

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

<u>Check #</u>	<u>Payee</u>	<u>Amt Paid</u>
EFTPS	Electronic Federal Tax Payment System	3,000.82
EFTPS	State of New Jersey	646.20
TEPS	P.E.R.S.	921.47
TEPS	NJ State Health Benefits Program	2,184.27
TEPS	NJ State Health Benefits Program	827.26
2374	Delanco Sewerage Authority	8,816.24
2375	Delanco Sewerage Authority	81.98
2376	Environmental Resolutions Inc	2,160.00
2377	Joseph J. Hays	1,224.32
2378	J. Westphal Electrical Contractor Inc	975.00
2379	One Call Systems Inc	44.94
2380	Orfe, Bernard	300.00
2381	Orfe, Bernard	75.00
2382	Perfect Services Inc	234.00
2383	Perfect Services Inc	3,744.00
2384	Postmaster	175.00
2385	Postmaster	449.54
2386	PSE&G	1,954.48
2387	Raymond & Coleman, LLP	512.50
2388	Terre Hill Concrete- VOID & RE-ISSUED	31,934.40
2389	Township of Delanco	528.45
2390	Verizon	158.09
	TOTAL	\$60,947.96

OLD BUSINESS

1. Engineer's Report: Mr. Kirchner reported

a. Road Projects (TV and grouting): there were two (2) quotes submitted from National Water Main Cleaning Co for a total amount of \$7,094 and New England Pipe Cleaning Co for a total amount of \$15,540. Mr. Kirchner reported the amount quoted includes eight (8) hours of work but the job will not take that long. Therefore, Mr. Kirchner requested Mr. Weller to submit extra work he would like to have done.

Motion by Mr. Fynan, seconded by Mrs. Hinkle to certify funds are available and accept the miscellaneous TV inspections and grouting quote from National Water Main Cleaning Co for a base amount of \$2,200 plus an alternative amount of \$4,894 for a total amount quoted as \$7,094
Roll Call: Mr. Fynan, yes; Mrs. Hinkle, yes; Mr. Dillenbeck, yes

b. Creek Road realignment project: a set of plans have been submitted and the County will inform him when they own the right-of-way. Mr. Kirchner requested the Authority's approval now so the project will not be delayed for when the County is ready. Mr. Kirchner reported the plans will eliminate 400 feet of sewer out of Newtons Landing Boulevard.

Motion by Mrs. Hinkle, seconded by Mr. Fynan to certify funds are available and proceed with the pump station elimination project as planned and to accept Mr. Kirchner's cost proposal dated March 24, 2008

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

c. Burlington Ave residents: Mr. Kirchner asked if there was a deadline for these residents to connect. Mr. Coleman stated the Township ordinance states six (6) months to connect once the project is complete. Mrs. Daley will send a letter to the residents informing them the project is complete. Mr. Kirchner suggested including the Board of Health on the list of recipients so if the residents decide to upgrade their septic system the Health Department is aware a sewer system is available.

d. Escrow projects (Rivers Edge, Creekside, Savannah Mews): Rivers Edge have repaired some laterals. Creekside has not submitted their bond money or paperwork. Savannah Mews is now called The Crossings at Delanco Stations. Their engineer, Mr. Bodwell, and developer, Mr. Goodwin from JS Hovnanian and Sons were present. Mr. Bodwell indicated the site plans have been revised to include a pump station for the eight (8) COAH units and the commercial building with the remaining units gravity feeding into the Newtons Landing pump station. Mr. Bodwell indicated the new pump station will be the owner's responsibility. Mr. Bodwell stated his client agrees to pay the EDU fair share costs associated with the commercial unit but does not agree to pay this for the COAH units. Mr. Bodwell requested the Authority agree with the pump station plan so the extra fair share cost does not impact the cost of the COAH units. Mr. Coleman stated if the Authority agrees to this, the Authority is setting a precedent for future developers who request the same. Mr. Coleman stated there are provisions for COAH units but not for-profit developers. Mr. Weller stated the COAH units and the commercial building are capable of flowing by gravity and stated the developer should try at all costs to gravity feed instead of installing a pump station. Mr. Weller stated pump stations will fail over time, develop odor issues, noise issues, etc. Mr. Weller stated even though the pump station will be the owner's responsibility, when there is a problem, residents are going to call the Authority. Mr. Dillenbeck

stated since the project is capable of gravity feed, the plans will need to be revised to gravity feed. Mr. Bodwell stated for the cost of fair share (about \$9,000 times 8) the developer can install a top of the line pump station without impacting the cost of the COAH units and the pump station will be turned over to the COAH operator. Mr. Dillenbeck asked why are all eight (8) COAH units lumped together. Mr. Goodwin stated these will be rental units and will be easier to manage if together. Mr. Weller stated he will not endorse a pump station with this project because it is capable of gravity feed. Mrs. Marlene Jass, 4 McCay Way, stated the fair share cost can be spread out among the eight (8) units and the commercial building. Mr. Kirchner stated the long term cost of the pump station will outweigh the fair share cost. The Authority agreed to have the project flow by gravity feed and Mr. Dillenbeck informed the developer that if there is a legal way around that, then you will need to come before the Authority.

2. Beverly Sewerage Authority Meeting Report: Mr. Weller reported BSA authorized Mr. Kirchner to send a letter to the State to discuss the spoilage site. Mr. Weller reported there will be a meeting with the Army Corps of Engineers on Tuesday. Mrs. Hinkle stated NJDEP determines the site to dump the dredge.

3. Operator's Report: Mr. Weller reported the flows are decreasing and during the last storm, the stations lost power and there was damage to the plant. Mr. Weller stated the flow at Newtons Landing is still below the allotment.

4. Coopertown Road Fair Share: Mr. Coleman reported the letters are being finalized. Mr. Coleman stated Powerhouse Equipment is in constant contact with him regarding their fair share. Mr. Kirchner reported he used winter months water consumption to calculate.

NEW BUSINESS:

1. Connection Fee: Set public hearing date for May 13, 2008 at 7:00 pm
Motion by Mr. Fynan, seconded by Mrs. Hinkle to set the connection fee public hearing for May 13, 2008 at 7:00 pm in the municipal building. The cost will increase to \$1,725.
Roll Call: Mr. Fynan, yes; Mrs. Hinkle, yes; Mr. Dillenbeck, yes

2. Annual Audit Report

RESOLUTION 2008-13

Motion by Mr. Fynan, seconded by Mrs. Hinkle to adopt Resolution 2008-13 accepting the Annual Audit Report for 2007 and certifying that each member has personally reviewed the Report for 2007

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

RESOLUTION 2008-13

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

WHEREAS, the annual audit report for the fiscal year ended December 31, 2007 has been completed and filed with the Delanco Sewerage Authority pursuant to N.J.S.A. 40A:5A-15, and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of 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 audit report, and specifically the sections of the audit report entitled "General Comments" 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 audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations" in accordance with N.J.S.A. 40A:5A-17,

NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Delanco Sewerage Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2006, and specifically has reviewed the sections of the audit report entitled "General Comments" 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.

RESOLUTION 2008-14

Motion by Mr. Fynan, seconded by Mrs. Hinkle to adopt Resolution 2008-14 accepting the Annual Audit Corrective Action Plan for 2007

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

RESOLUTION 2008-14

CORRECTIVE ACTION PLAN

WHEREAS, it is necessary for the Authority to prepare a Corrective Action Plan as part of the annual audit process; and

WHEREAS, it is further required that all findings and recommendations contained in the audit report be addressed by the chief financial officer of the Authority by means of a Corrective Action Plan, which will address the method of resolving any problems as set forth in the findings and recommendations of the audit report; and

WHEREAS, said Corrective Action Plan is to be submitted to the Division of Local Government Services and placed on file with the Clerk or Secretary of the Authority within 60 days from the date the audit is received by the Authority.

NOW THEREFORE BE IT RESOLVED by the Authority, as follows:

1. The Corrective Action Plan as attached is hereby adopted by the Authority in accordance with applicable statutory law or regulations.
2. A copy of same shall be forwarded to all appropriate parties.

CORRECTIVE ACTION PLAN 2007 AUDIT COMMENTS

1. Finding Description: The consumer accounts receivable general ledger account balance be reconciled on a monthly basis to the subsidiary control accounts.
2. Corrective Action: Monthly review of subsidiary accounts will be made.
3. Implementation Date: Immediately

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 Mr. Fynan, seconded by Mrs. Hinkle to adjourn the meeting.

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