

**MINUTES
DELANCO SEWERAGE AUTHORITY
DECEMBER 9, 2008**

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

ROLL CALL

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

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. Lewandowski, seconded by Mr. Jenkins to approve the November 11, 2008 minutes

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

TREASURER'S REPORT:

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

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

PAYMENT OF BILLS:

Motion by Mr. Fynan, seconded by Mr. Jenkins to approve the payment of bills totaling \$89,005.51

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

<u>Check #</u>	<u>Payee</u>	<u>Amt Paid</u>
EFTPS	Electronic Federal Tax Payment System	2,297.54
EFTPS	State of New Jersey	293.88
TEPS	P.E.R.S.	859.52
TEPS	NJ State Health Benefits Program	2,389.78
TEPS	NJ State Health Benefits Program	709.08
2510	Bank of America Visa	501.80
2511	Beverly Sewerage Authority	25,343.39
2512	C. Stevenson & Son Inc	554.00
2513	Chase Visa	83.98
2514	Clinton Controls	1,025.55
2515	Delanco Sewerage Authority	8,645.84
2516	Hagan-Rossi Florist	32.00
2517	Harris Computer	4,837.50
2518	Joseph J. Hays	688.68

2519	J. Westphal Electrical Contractor Inc	520.00
2520	Jenkins, Phil	231.86
2521	Nextel Communications	123.07
2522	One Call Systems Inc	15.40
2523	Petty Cash	46.72
2524	Postmaster	72.00
2525	PSE&G	1,787.07
2526	Sea Tiger Enterprises	450.00
2527	Vera Taylor	96.40
2528	TD Bank	37,228.77
2529	USA Mobility	17.21
2530	Verizon	154.47
	TOTAL	\$89,005.51

2009 BUDGET PUBLIC HEARING AND ADOPTION:

BUDGET HEARING OPEN TO THE PUBLIC

Mr. Dillenbeck opened the budget hearing to the public.

BUDGET HEARING CLOSED TO THE PUBLIC

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

RESOLUTION 2008-28

Motion by Mr. Lewandowski, seconded by Mr. Jenkins to adopt Resolution 2008-28 to adopt the 2009 Budget

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

Mr. Dillenbeck, yes

RESOLUTION 2008-28

RESOLUTION TO ADOPT THE 2009 BUDGET

FISCAL YEAR: FROM JANUARY 1, 2009 TO DECEMBER 31, 2009

WHEREAS, the Annual Budget and Capital Budget/Program for the Delanco Sewerage Authority for the fiscal year beginning January 1, 2009 and ending December 31, 2009 has been presented for adoption before the governing body of the Delanco Sewerage Authority at its open public meeting of December 9, 2008; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$913,000, Total Appropriations of \$945,142, and Total Unrestricted Net Assets utilized of \$32,142; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$100,000 and Total Unrestricted Net Assets planned to be utilized of \$100,000; and

NOW THEREFORE BE IT RESOLVED, by the governing body of the Delanco Sewerage Authority, at an open public meeting held on December 9, 2008 that the Annual Budget and Capital Budget/Program of the Delanco Sewerage Authority for the fiscal year beginning January 1, 2009 and ending December 31, 2009 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as

presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

OLD BUSINESS

1. Engineer's Report: Mr. Kirchner reported

Road Projects (TV and grouting): Mr. Dillenbeck, Chairman, approved the televising work to be done prior to the adoption of the resolution. Mr. Kirchner stated the alternative quote will be awarded separately. Mr. Kirchner reported there are protruding laterals on Edward Avenue that should be repaired to avoid trapped dirt and grease.

RESOLUTION 2008-29

Motion by Mrs. Hinkle, seconded by Mr. Jenkins to adopt Resolution 2008-29 to accept the quote and award the contract to Oswald Enterprises, Inc in the amount of \$6,000.00 for the base quote

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

RESOLUTION 2008-29

RESOLUTION ACCEPTING A QUOTE TO PERFORM IN PIPE CLOSED CIRCUIT TELEVISION INSPECTION ON VARIOUS LENGTHS OF SANITARY SEWER MAIN THROUGHOUT THE TOWNSHIP OF DELANCO AND AUTHORIZING THE EXECUTION OF A CONTRACT BETWEEN THE DELANCO SEWERAGE AUTHORITY AND OSWALD ENTERPRISES, INC IN THE AMOUNT OF \$6,000 AND AUTHORIZING THAT FUNDS ARE AVAILABLE

WHEREAS, the Delanco Sewerage Authority has determined there exists a need to perform in pipe closed circuit television inspections on various lengths of sanitary sewer main throughout the Township of Delanco; and

WHEREAS, the project consists of approximately 4,000 linear feet of 8" sanitary sewer; contractor will be responsible for pre-cleaning each line using industry standard practices as to allow the camera operator to observe and document all relevant pipe attributes and deficiencies; contractor shall be required to clean each line prior to televising, as well as removing any debris and/or roots using approved methods; the lines shall be inspected once completed and both written and video records shall be supplied; and

WHEREAS, Oswald Enterprises, Inc submitted the lowest quote and the Authority has reviewed the quote submitted; and

WHEREAS, the Authority desires to award a contract for the said quote to televise various lengths of sanitary sewer main throughout the Township of Delanco; and

WHEREAS, the Authority has determined that the quote from Oswald Enterprises Inc of Belford, NJ is the lowest for this project at a price of \$6,000.00 and has complied with the requirements contained in the notice to quote 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 quote from Oswald Enterprises Inc be accepted and the contract for said project be awarded to Oswald Enterprises Inc in the form and embodying the terms set forth in the specifications and proposal.

Creek Road realignment project: Mr. Kirchner will meet with the County.

Jevic Force Main: Mr. Coleman created an easement agreement to send to them.

Escrow projects: Rivers Edge has broken laterals and missing caps; Creekside had paint, spackle and rags in their line and are cleaning it out. Gres&Kaluzny televised the line that is pitched incorrectly on Burlington Avenue and discovered it is not their line but Creekside's line so Creekside is responsible. Mr. Kirchner is waiting on the manhole repair and suggested no further CO's be issued until the line and manhole issues are corrected; The Crossings had their TWA issued but have not received their final approval from the Joint Land Use Board.

2. Beverly Sewerage Authority Meeting Report: Mr. Lewandowski reported BSA adopted their budget, paid bills and the rest is to be discussed in executive session.

3. Operator's Report: Mr. Weller reported the flows are steady and are below 300,000 gallons per day with Newtons Landing below their allotment by 28,000 gallons per day. Mr. Weller reported the following issue with the West Avenue pump station: on November 14th he received an alarm and when he arrived he found the station was running in backup mode pumping at 900 gallons per minute; when he checked his controllers he found the computer module had blown out caused by the transducer cable coming off and the transducer was sucked up into the pump which caused a 24volt jump to the computer which caused it to blow out and the control panel to malfunction which caused the station to run in backup at high speed (the only speed the backup can run in). By running at high speed caused the pump to rattle so bad it fell apart. The pump company (PumpEx) is no longer in business. Mr. Weller stated the current pumps were designed for 108 feet of head and are too large for the current size of 42 foot head. Mr. Weller stated Mr. Birdsall installed the larger pump in anticipation of the flow going to Willingboro. Mr. Weller stated he is replacing the pump with a reduced speed pump to avoid this in the future. Mr. Weller stated the 17 ½ horsepower pump which will pump 800 gallons per minute costs about \$11,250 and the 50 horsepower pump which will pump 900 gallons per minute costs \$20,000 and the rebuilt one would cost \$15,000 with a 5-6 week wait time. Mr. Dillenbeck, Chairman, gave his permission to purchase the new reduced speed pump prior to the meeting. Mr. Jenkins suggested replacing the pumps at the other stations. Mr. Weller set up the station so the backup runs at the slower speed. Mr. Weller stated that so long as the pumps are not running at full speed, they should not cause any problems. Mr. Weller stated the West Avenue station is the only one designed to run as a VFD drive (which controls the flow to the plant). Mr. Weller distributed a Wastewater infrastructure video and asked the members to view it then return it to him so he may distribute it to Beverly Sewerage members and then to both town councils.

NEW BUSINESS:

1. Budget Transfer

RESOLUTION 2008-30

Motion by Mr. Lewandowski, seconded by Mrs. Hinkle to adopt Resolution 2008-30 for a budget transfer

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

Mr. Dillenbeck, yes

RESOLUTION 2008-30

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 2008 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

Salaries-Dep Sec/Treas	\$2,000
Social Security Expense	\$3,000
Office Expense-Other	\$1,000
Office Expense-Codification	\$4,075.93
Legal Expense	\$5,000
Hospitalization insurance	\$5,000
Insurance	\$4,000
Education, Training & conference	\$600
Equipment & Supplies	\$3,000
Engineering Services	<u>\$2,000</u>
Total	\$29,675.93

To

PERS-Annual Employer Contrib	\$2,574
Office Expense-Software	\$987.50
Telephone	\$375.75
Electric Power	\$4,418.95
Repairs & Maintenance Equipment	\$3,319.73
BSA Contractual	<u>\$18,000</u>
Total	\$29,675.93

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. League Convention report: Mr. Jenkins discussed a new televising camera system and ways to make the plant “greener” that he saw at the Convention. Mr. Jenkins asked Mr. Weller if Doug Weller, Beverly Sewerage employee, passed his S2 test and Mr. Weller replied he passed the S2 and C3 test. Mr. Jenkins asked Mr. Weller if Doug Weller could substitute for Mr. Weller since Doug has his higher classifications. Mr. Weller replied Doug Weller could be his substitute after his retirement.

3. Amend Code

RESOLUTION 2008-31

Motion by Mr. Lewandowski, seconded by Mrs. Hinkle to adopt Resolution 2008-31 to Amend the Code by adding to Chapter 345-1 (Authority Service Line) the requirement to clean and televise the sanitary sewer line of a development at the time of transfer from Performance Bond to Maintenance Bond and prior to the acceptance of the line

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

RESOLUTION 2008 - 31

A RESOLUTION OF THE DELANCO SEWERAGE AUTHORITY, COUNTY OF BURLINGTON AND STATE OF NEW JERSEY TO AMEND THE CODE OF THE DELANCO SEWERAGE AUTHORITY BY ADDING TO CHAPTER 345-1 (AUTHORITY'S SERVICE LINE) THE REQUIREMENT OF CLEANING AND TELEVISIONING THE SANITARY SEWER LINE OF A DEVELOPMENT AT THE TIME OF TRANSFER FROM PERFORMANCE BOND TO MAINTENANCE BOND AND BEFORE THE ACCEPTANCE OF THE SANITARY SEWER LINE BY THE DELANCO SEWERAGE AUTHORITY

WHEREAS, the Delanco Sewerage Authority (hereinafter "Authority") has determined a need to amend the Authority Code by adding to Chapter 345-1 Authority's Service Line the requirement of cleaning and televising the sanitary sewer line of a development; and

WHEREAS, the developer must provide to the Authority a video report along with a written report describing the work performed and the results; and

WHEREAS, these reports are to remain in the development's file in the Authority office; and

WHEREAS, these reports must be reviewed and determined complete by an authorized Authority representative; and

WHEREAS, an authorized Authority representative must determine that the lines are acceptable; and

WHEREAS, the cleaning of the line, televising of the line, the submittal of the reports, the review of the reports and the determination that the lines are acceptable must be completed at the time of transfer from Performance Bond to Maintenance Bond; and

WHEREAS, all of these requirements will be at the sole cost of the developer who is requesting the acceptance of the line

NOW, THEREFORE, BE IT RESOLVED, by the Delanco Sewerage Authority that an amendment to the Authority Code be added to require the cleaning and televising of the sanitary sewer lines of a development with video and written reports submitted for review and determination of acceptance by an authorized Authority representative at the time of the transfer from Performance Bond to Maintenance Bond and prior to the acceptance of the line at the sole cost of the developer.

MEETING OPENED TO THE PUBLIC

Mr. Dillenbeck opened the meeting to the public.

Mr. Jack Hoefle, 44 Pennington Ct, wished the Authority a Merry Christmas and a Happy Holiday.

MEETING CLOSED TO THE PUBLIC

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

RESOLUTION 2008 - 32 EXECUTIVE SESSION

Motion by Mr. Lewandowski, seconded by Mr. Jenkins to approve Resolution 2008 - 32 to go into Executive session pursuant to N.J.S.A. 10:4-12 to discuss Contractual matters

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

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

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

Motion by Mr. Lewandowski, seconded by Mr. Fynan to direct the Authority's attorney and engineer to prepare a resolution regarding the Authority's decision on the Feasibility Study Roll Call: Mr. Fynan, yes; Mrs. Hinkle, yes; Mr. Jenkins, yes; Mr. Lewandowski, yes; Mr. Dillenbeck, yes

The Authority discussed changing the consumption dates and the actual and averaged quarters to the following: The first quarter consumption will be based on actual water usage for the meter read dates of October, November and December. The second quarter consumption will be based on actual water usage for the meter read dates of January, February and March. The third quarter consumption will be based on the lesser of either the average water usage from the first and second quarters or the actual water usage for the meter read dates of April, May or June. The fourth quarter consumption will be based on the lesser of either the average water usage from the first and second quarters or the actual water usage for the meter read dates of July, August or September. Mrs. Daley will begin preparing the changes and notifying the residents.

RESOLUTION 2008-33

Motion by Mrs. Hinkle, seconded by Mr. Jenkins to adopt Resolution 2008-33 to direct Mrs. Daley to amend the consumption dates for the billing system

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

RESOLUTION 2008 - 33

A RESOLUTION OF THE DELANCO SEWERAGE AUTHORITY, COUNTY OF BURLINGTON AND STATE OF NEW JERSEY TO AMEND A PORTION OF CHAPTER 465-7 SECTION B OF THE CODE TO ADJUST THE ACTUAL AND AVERAGED QUARTERS

WHEREAS, the Delanco Sewerage Authority has determined a need to amend a portion of Chapter 465-7 Section B of the Code to adjust the actual and averaged quarters; and

WHEREAS, the first and second quarterly charges and rentals will be calculated based on actual meter readings taken for each respective usage period; and

WHEREAS, the third and fourth quarterly charges and rentals shall be calculated on the lesser of either the average metered water usage as of the previous first and second quarter readings or the actual meter reading for the respective usage quarters

NOW, THEREFORE, BE IT RESOLVED, by the Delanco Sewerage Authority to amend a portion of Chapter 465-7 Section B of the Code to read as follows: '...The first and second quarterly charges and rentals will be calculated based on actual meter readings taken for each respective usage period. The third and fourth quarterly charges and rentals shall be calculated on the lesser of either the average metered water usage as of the previous first and second quarter readings or the actual meter reading for the respective usage quarters...'

Mrs. Hinkle wished everyone a Merry Christmas and a Happy New Year.

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

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