

**MINUTES  
DELANCO SEWERAGE AUTHORITY  
MAY 12, 2009**

The meeting was called to order by Vice-Chairman Fynan at 7:00 pm.

**ROLL CALL**

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

Member absent: Mr. Jenkins

Also present: Mr. Coleman, Attorney, William Kirchner, Engineer, Fred Weller, Exe Dir

**FLAG SALUTE**

The flag salute was led by Mr. Fynan.

**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 17, 2009 edition of the Burlington County Times and the Courier Post and 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. Dillenbeck, seconded by Mrs. Hinkle to approve the April 14, 2009 minutes

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

**TREASURER'S REPORT:**

Motion by Mr. Lewandowski, seconded by Mr. Dillenbeck to accept the Treasurer's report for April

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

**PAYMENT OF BILLS:**

Motion by Mr. Lewandowski, seconded by Mr. Dillenbeck to approve the payment of bills totaling \$28,497.80

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

<u>Check #</u>	<u>Payee</u>	<u>Amt Paid</u>
EFTPS	Electronic Federal Tax Payment System	2,383.32
EFTPS	State of New Jersey	313.48
TEPS	P.E.R.S.	965.46
TEPS	NJ State Health Benefits Program	1,188.14
TEPS	NJ State Health Benefits Program	779.99
TEPS	State of New Jersey	25.00
2606	Delanco Sewerage Authority	8,991.68
2607	Joseph J. Hays	795.60
2608	Inverso & Stewart	9,900.00
2609	Nextel Communications	113.54
2610	One Call Systems Inc	20.90
2611	PSE&G	2,109.73
2612	Raymond & Coleman, LLP	300.00
2613	Riverside NAPA Auto Parts	106.88
2614	Vera Taylor	96.40
2615	Township of Delanco	199.50
2616	USA Mobility	44.80
2617	Verizon	163.38
	<b>TOTAL</b>	<b>\$28,497.80</b>

## **OLD BUSINESS**

### 1. Engineer's Report:

a) Road Projects (TV and grouting): Mr. Kirchner reported there were two (2) bids received; one from New England Pipe Cleaning Company for \$20,555.00 and the other from Video Pipe Services for \$21,705.00. Mr. Kirchner recommended the Authority award the contract to NEPCCO. Mr. Kirchner stated since the bid is about \$10,000 less than expected, would the Authority like to add additional streets as a separate quote. The Authority agreed to process additional streets as a separate quote to maintain the infiltration plan.

## **RESOLUTION 2009-22**

Motion by Mrs. Hinkle, seconded by Mr. Dillenbeck to adopt Resolution 2009-22 to award a bid contract to New England Pipe Cleaning Company for repairing sewer laterals and pipes on Richard Avenue, Edward Avenue, Pine Street, Second Street, Orchard Avenue and Washington Street as areas in the Township with excessive infiltration as a result from the television inspection in the amount of \$20,555 and certifying that funds are available  
Roll Call: Mr. Dillenbeck, yes; Mr. Fynan, yes; Mrs. Hinkle, yes; Mr. Lewandowski, yes

## **RESOLUTION 2009-22**

### **RESOLUTION ACCEPTING A BID FOR SANITARY SEWER LATERAL REPAIRS THROUGHOUT THE TOWNSHIP OF DELANCO AND AUTHORIZING THE EXECUTION OF A CONTRACT BETWEEN THE DELANCO SEWERAGE AUTHORITY AND NEW ENGLAND PIPE CLEANING COMPANY IN THE AMOUNT OF \$20,555.00 AND AUTHORIZING THAT FUNDS ARE AVAILABLE**

WHEREAS, the Delanco Sewerage Authority has determined there exists a need to repair sanitary sewer laterals throughout the Township of Delanco; and

WHEREAS, New England Pipe Cleaning Company 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 repair sanitary sewer laterals throughout the Township of Delanco; and

WHEREAS, the Authority has determined that the bid from New England Pipe Cleaning Company of Watertown, CT is the lowest for this project at a price of \$20,555.00 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; and

WHEREAS, this serves as certification that funds are available for said project

NOW THEREFORE, BE IT RESOLVED, by the Delanco Sewerage Authority, that the bid from New England Pipe Cleaning Company be accepted and the contract for said project be awarded to New England Pipe Cleaning Company in the amount of \$20,555.00 and in the form and embodying the terms set forth in the specifications and proposal and that funds are available.

b) Creek Road realignment project: Mr. Kirchner reported the County will send him a letter stating they own the right-of-way. When Mr. Kirchner receives the letter of completeness, he will process the bid invitation

c) Jevic Force Main: Mr. Kirchner reported nothing new.

d) Escrow projects: Rivers Edge, Creekside, The Crossings: Mr. Kirchner reported everything remains the same. Mrs. Hinkle stated the Township has stopped issuing permits to the Creekside development.

2. Beverly Sewerage Authority Meeting Report: Mr. Kirchner reported the NJ Environmental Infrastructure Recovery Program has released its project priority List and BSA is number 116 on the list for grant and loan funds for the plant upgrade project. Mr. Kirchner reported the program is setup to provide 50% principle forgiveness and the remaining 50% of the loan is being funded through 75% borrowed at 0% interest and 25% borrowed at the market interest rate. Mr. Kirchner reported BSA authorized him and their bond counsel to proceed with the loan application and any other necessary requirements. Mr. Kirchner reported that DSA has two (2) projects on the list but have not been applied for; one is the force main on Burlington Avenue and the other is the Coopertown Road sewer system which is complete. He would like to know if these should be removed or if the Authority plans on beginning these projects. Mr. Weller stated to remove the Coopertown Road project because it is complete. Mr. Lewandowski stated to keep the Burlington Avenue force main on the list. Mr. Kirchner reported a notice will be published in the Beverly Bee encouraging the use of Root X, a foaming pipeline root control product, to kill off tree roots in sewer pipes as this will not cause high levels of copper in the system. Mr. Weller reported BSA authorized Mr. Coleman to notify Dr. Greenspan that they are no longer interested in purchasing his site.

3. Operator's Report: Mr. Kirchner reported there will be PCB testing at the plant within the next few weeks. He and Mr. Weller will try to locate where the sources of PCB are.

#### **NEW BUSINESS:**

1. Connection Fee: Set public hearing date for June 9, 2009 at 7:00 pm

Motion by Mr. Dillenbeck, seconded by Mr. Lewandowski to set the connection fee public hearing for June 9, 2009 at 7:00 pm in the municipal building

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

2. Annual Audit Report

#### **RESOLUTION 2009-23**

Motion by Mr. Dillenbeck, seconded by Mrs. Hinkle to adopt Resolution 2009-23 accepting the Annual Audit Report for 2008 and certifying that each member has personally reviewed the Report for 2008

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

#### **RESOLUTION 2009-23**

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, 2008 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, 2008, 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 2009-24**

Motion by Mr. Dillenbeck, seconded by Mr. Lewandowski to adopt Resolution 2009-24 accepting the Annual Audit Corrective Action Plan for 2008

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

#### **RESOLUTION 2009-24**

##### **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 2008 AUDIT COMMENTS**

1. Description: One worker, who appears to be an employee under IRS regulations, is being paid as a contractor

2. Corrective Action: The Authority should determine the proper worker status for all employees/independent contractors in accordance with the guidelines as set forth by the IRS

3. Implementation Date: Will address the matter as part of the corrective action plan

3. Mr. Dillenbeck stated the Township budgeted for one (1) principle payment and three (3) interest payments totaling \$91,000 for the \$350,000 loan and will submit that to the DSA as soon as possible. Mr. Dillenbeck stated that both the DSA and the Township budgets reflect one payment as per the auditor. Mr. Dillenbeck stated per the Acting Township Administrator, if the Township receives funds from a Green Acres grant applied for the Mansion project which this loan was to help purchase, then DSA would receive more monies.

#### **MEETING OPENED TO THE PUBLIC**

Mr. Fynan opened the meeting to the public.

#### **MEETING CLOSED TO THE PUBLIC**

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

**RESOLUTION 2009-25 EXECUTIVE SESSION**

Motion by Mrs. Hinkle, seconded by Mr. Dillenbeck to approve Resolution 2009 - 25 to go into Executive session pursuant to N.J.S.A. 10:4-12 to discuss Litigation

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

Motion by Mrs. Hinkle, seconded by Mr. Lewandowski to return to public session

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

Motion by Mr. Dillenbeck, seconded by Mr. Lewandowski to accept the settlement from Powerhouse Equipment as discussed in executive session

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

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

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