

**MINUTES
DELANCO SEWERAGE AUTHORITY
FEBRUARY 9, 2010**

The meeting was called to order by Mr. Jenkins at 7:00 pm.

ROLL CALL

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

FLAG SALUTE

The flag salute was led by Mr. Jenkins.

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, 2010 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.

Mrs. Hinkle was appointed to the Delanco Sewerage Authority for a term of five years beginning February 1, 2010 until January 31, 2015. Mrs. Hinkle took the oath of office and qualifies as a member of the Authority for the term established by law.

ANNUAL REORGANIZATION

1. Appointment of officers for 2010:

Chairperson:

Motion by Mr. Dillenbeck, seconded by Mr. Lewandowski to appoint Mr. Jenkins as Chairperson for 2010

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

Vice-Chairperson:

Motion by Mr. Dillenbeck, seconded by Mr. Fynan to appoint Mr. Lewandowski as Vice-Chairperson for 2010

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

Financial Liaison:

Motion by Mr. Dillenbeck, seconded by Mr. Lewandowski to appoint Mr. Jenkins as Financial Liaison for 2010

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

Township Emergency Management Board Liaison Representative:

Motion by Mr. Dillenbeck, seconded by Mr. Lewandowski to appoint Mrs. Hinkle as Township Emergency Management Board Liaison Representative for 2010

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 2010-03 TO 2010-11

RESOLUTION 2010-03

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, 2010 and ending January 31, 2010 shall be the sum of \$1,400.00.

RESOLUTION 2010-04

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, 2010 and thereafter at the yearly salary not to exceed \$35,039.51.

RESOLUTION 2010-05

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, 2010; and

WHEREAS, Mr. Thomas Coleman of Raymond, Coleman & Heinold, 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 & Heinold, LLP be appointed to the office of solicitor for the term of one (1) year expiring January 31, 2010 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 2010-06

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, 2010; 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 shall be appointed to the office of auditor for the term of one (1) year expiring January 31, 2010 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 2010-07

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 shall be appointed to the office and position of Public Agency Compliance Officer

RESOLUTION 2010-08

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 shall be appointed to the office and position of Sewer Tax Search Officer

RESOLUTION 2010-09

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 2010-10

DESIGNATING DELANCO FEDERAL SAVINGS BANK, BENEFICIAL BANK AND TD 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 TD 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 2010-11

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 Mr. Dillenbeck, seconded by Mr. Fynan to adopt Resolutions 2010-03 through 2010-11

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

APPROVAL OF MINUTES:

Motion by Mr. Dillenbeck, seconded by Mr. Lewandowski to approve the January 12, 2010 minutes

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

TREASURER'S REPORT:

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

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

PAYMENT OF BILLS:

Motion by Mr. Dillenbeck, seconded by Mr. Fynan to approve the payment of bills totaling \$42,358.22

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

<u>Check #</u>	<u>Payee</u>	<u>Amt Paid</u>
2750	Postmaster	\$457.66
2751	Staples Credit Plan	15.79
EFTPS	Electronic Federal Tax Payment System	3,216.42
EFTPS	State of New Jersey	417.36
TEPS	P.E.R.S.	942.22
TEPS	NJ State Health Benefits Program	1,380.99
2752	AFA Protective Systems, Inc	166.00
2753	AFA Protective Systems, Inc	110.00
2754	All Industrial Safety Products	69.95
2755	Burlington County Times	39.76
2756	Certified Laboratories	552.87
2757	Courier Post	39.93
2758	Environmental Resolutions	7,681.25
2759	Hagan-Rossi Florist	38.00
2760	Joseph J Hays	827.20
2761	Nextel Communications	141.20
2762	One Call Systems Inc	14.60
2763	Orfe, Bernard	300.00
2764	PSE&G	2,631.49
2765	Raymond, Coleman, Heinold, LLP	332.50
2766	Safety Auto Repair	41.42
2767	TC Irons Insurance Agency	22,210.00
2768	Vera Taylor	535.54
2769	USA Mobility	18.12
2770	Verizon	177.95
	TOTAL	\$42,358.22

OLD BUSINESS

1. Engineer's Report:

a) Creek Road realignment project: Mr. Kirchner reported the contractor is waiting for spring to complete the paving.

b) Escrow projects: Mr. Kirchner reported Rivers Edge, Creekside and The Crossings had nothing new. Abundant Life represented themselves and Aubrey Fenton made the following presentation: Mr. Fenton and his attorney requested the Authority adopt a resolution relieving the Abundant Life Fellowship Church from Delanco's wastewater management plan so they may discharge their future sewer to the Willingboro Municipal Utilities Authority. Mr. Fenton stated the cost to install a line from their property to the Newtons Landing pump station is prohibitive for them and a portion of their property is already connected to Willingboro. According to a letter dated May 21, 1998 from Thomas Coleman, if there were any future improvements constructed on lands owned by the Church, these improvements will be connected to the Delanco sewerage system. Therefore, if the Church would like to be relieved from this obligation, they would have to pay connection fees in lieu for any connections lost to Willingboro. These terms were agreed upon by both entities in 1998. Mr. Fenton's attorney asked for a reduction in this cost because the Church will need to submit connection fees to Willingboro also. Mr. Dillenbeck stated when the Newtons Landing pump station was going to be installed; the size was determined by the number of connections for all of Coopertown and Creek Road which includes the Church. The Authority discussed this request and decided to wait until all the final

figures were calculated before making a decision. However, to allow the project to proceed without delay the Authority will accept and adopt the resolution to relieve the Church from Delanco's wastewater management plan. Mr. Kirchner stated Beverly Sewerage Authority discussed this and have no objections to the Church discharging to Willingboro. Mr. Fynan asked if quarterly sewer costs could be calculated to see how much the Authority would lose in revenue. Mr. Weller stated this cannot be done accurately without their water consumptions and if Delanco exceeds the maximum of sewage discharge to Beverly, Delanco pays an additional cost. Mr. Dillenbeck stated this billing calculation does not reflect processing costs, extra paper, postage, etc. and will not be a total profit.

RESOLUTION 2010-12

Motion by Mr. Dillenbeck, seconded by Mr. Lewandowski consenting to the proposed water quality management plan amendment entitled Abundant Life Fellowship, Inc
Roll Call: Mr. Dillenbeck, yes; Mr. Fynan, yes; Mrs. Hinkle, yes; Mr. Lewandowski, yes; Mr. Jenkins, yes

RESOLUTION 2010 - 12

A RESOLUTION OF THE DELANCO SEWERAGE AUTHORITY, COUNTY OF BURLINGTON AND STATE OF NEW JERSEY CONSENTING TO THE PROPOSED WATER QUALITY MANAGEMENT (WQM) PLAN AMENDMENT ENTITLED ABUNDANT LIFE FELLOWSHIP, INC.

WHEREAS, the Township of Delanco Sewerage Authority desires to provide for the orderly treatment of wastewater within Delanco Township; and

WHEREAS, the New Jersey Department of Environmental Protection (NJDEP) requires that proposed wastewater treatment and conveyance facilities and wastewater treatment service areas, as well as related subjects, be in conformance with an approved WQM plan; and

WHEREAS, the NJDEP has established the WQM plan amendment procedure as the method of incorporating and deleting planned and unplanned facilities into and out of a WQM plan; and

WHEREAS, a proposed WQM plan amendment for Abundant Life Fellowship, Inc. has been prepared by their consulting engineers requesting that wastewater generated from property identified on the official tax map of the Township of Delanco as Block 2200, Lots 2.01, 3, 3.01, 30.2 and 3.03 be treated by the Willingboro Municipal Utilities Authority.

NOW, THEREFORE, BE IT RESOLVED on this 9th day of February, 2010, by the governing body of the Delanco Sewerage Authority that

1. The Delanco Sewerage Authority hereby consents to the amendment entitled Abundant Life Fellowship, Inc. for the purpose of deleting from its WQM plan(s) real property identified on the tax map of the Township of Delanco as Block 2200, Lots 2.01, 3, 3.01, 3.02 and 3.03 so that wastewater generated from said real property can be collected and treated by the Willingboro Municipal Utilities Authority

2. This consent shall be submitted to the NJDEP in accordance with N.J.A.C. 7:15-3.4

c) Easements: Mr. Kirchner stated obtaining the easements has been a difficult challenge and the project has regressed.

2. Beverly Sewerage Authority Meeting Report: Mr. Weller reported BSA discussed the Abundant Life proposal with no objections and the improvements to the plant. Mr. Kirchner reported there may be grant funds from Rural water and he will research it more.

3. Operator's Report: Mr. Weller reported the flows are high and will continue to be high when the snow melts. Mr. Weller reported the Newtons Landing pump station grinder deteriorated and needs to be replaced; the alarm is disabled until the repairs are completed which will be a few weeks.

4. Mr. Fynan inquired about Powerhouse submitting their fair share. Mr. Heinold will have Mr. Coleman research the time restraints as to when their fair share costs were to be submitted.

NEW BUSINESS:

1. Mr. Jenkins mentioned the letter that was received from Lippincott and Jacobs Consulting Engineering regarding the improvements proposed for the Pennington Park.

2. Mr. Jenkins mentioned the letter he submitted to the Township Committee regarding the property at 327 Delaware Avenue, tax map block 1208 lot 4.

MEETING OPENED TO THE PUBLIC

Mr. Jenkins opened the meeting to the public.

MEETING CLOSED TO THE PUBLIC

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

RESOLUTION 2010 - 13 EXECUTIVE SESSION

Motion by Mr. Lewandowski, seconded by Mr. Fynan to approve Resolution 2010 - 13 to go into Executive session pursuant to N.J.S.A. 10:4-12 to discuss Contractual matters

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

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

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

Mrs. Hinkle thanked everyone for their kindness during her illness.

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

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