

**MINUTES  
DELANCO SEWERAGE AUTHORITY  
FEBRUARY 8, 2011**

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

Member absent: Mr. Lewandowski

Also present: Thomas Coleman, Attorney; William Kirchner, Engineer; Fred Weller, Exe Dir

**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 17, 2011 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. Jenkins was appointed to the Delanco Sewerage Authority for a term of five years beginning February 1, 2011 until January 31, 2016. Mr. Jenkins 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 2011:

Chairperson:

Motion by Mr. Dillenbeck, seconded by Mr. Fynan to appoint Mr. Lewandowski as Chairperson for 2011

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

Vice-Chairperson:

Motion by Mr. Dillenbeck, seconded by Mr. Jenkins to appoint Mr. Fynan as Vice-Chairperson for 2011

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

The meeting was handed over to Mr. Fynan.

Financial Liaison:

Motion by Mr. Dillenbeck, seconded by Mrs. Hinkle to appoint Mr. Lewandowski as Financial Liaison for 2011

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

Township Emergency Management Board Liaison Representative:

Motion by Mr. Dillenbeck, seconded by Mr. Jenkins to appoint Mrs. Hinkle as Township Emergency Management Board Liaison Representative for 2011

Roll Call: Mr. Dillenbeck, yes; Mr. Fynan, yes; Mrs. Hinkle, yes; Mr. Jenkins, 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 2011-04 TO 2011-12**

### **RESOLUTION 2011-04**

#### **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, 2011 and ending January 31, 2012 shall be the sum of \$1,400.00.

### **RESOLUTION 2011-05**

#### **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, 2011 and thereafter at the yearly salary not to exceed \$36,441.09.

### **RESOLUTION 2011-06**

#### **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, 2012; 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, 2012 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 2011-07**

**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, 2012; 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, 2012 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 2011-08**

**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 2011-09**

**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 2011-10**

**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 2011-11**

**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 2011-12**

**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. Jenkins, seconded by Mr. Dillenbeck to adopt Resolutions 2011-04 through 2011-12

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

#### **APPROVAL OF MINUTES:**

Motion by Mr. Dillenbeck, seconded by Mr. Jenkins to approve the January 11, 2011 meeting

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

#### **TREASURER'S REPORT:**

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

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

#### **PAYMENT OF BILLS:**

Motion by Mr. Jenkins, seconded by Mrs. Hinkle to approve the payment of bills totaling \$194,232.91

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

<u>Check #</u>	<u>Payee</u>	<u>Amt Paid</u>
EFTPS	Electronic Federal Tax Payment System	\$3,524.82
TEPS	State of New Jersey	514.25
TEPS	P.E.R.S.	1,134.56
TEPS	NJ State Health Benefits Program	1,611.97
2968	Postmaster	518.84
2969	AFA Protective Systems, Inc	174.00

2970	All Industrial Safety Products	149.50
2971	Beverly Sewerage Authority	7,576.00
2972	Beverly Sewerage Authority	30,303.00
2973	Beverly Sewerage Authority	108,076.00
2974	Burlington County Times	39.44
2975	Courier Post	41.91
2976	Delanco Sewerage Authority	13,186.53
2977	Joseph J Hays	516.24
2978	NJ American Water Co	632.16
2979	One Call Concepts	23.54
2980	PSE&G	2,320.26
2981	Raymond, Coleman & Heinold LLP	306.00
2982	TC Irons Insurance Agency	22,640.00
2983	Vera Taylor	525.54
2984	Township of Delanco	225.12
2985	Verizon	193.23
	<b>TOTAL</b>	<b>\$194,232.91</b>

### **OLD BUSINESS**

#### 1. Engineer's Report:

a) Escrow projects: Mr. Kirchner reported there is no new correspondence for the RiversEdge, Creekside, The Crossings, Abundant Life and Zurbrugg Site

Other: Mr. Kirchner reported the surveying work is still in progress and letters were sent to the property owners requesting a copy of their property survey.

2. Beverly Sewerage Authority Meeting Report: Mr. Weller reported the USDA denied BSA the grant due to BSA's sewer rates being too low. Mr. Weller reported installation has begun for the system to remove the copper. Mr. Kirchner reported the DRPA is revising their regulations for the cooper and zinc reductions. The revisions will increase the amount allowed which will eliminate most of the issues BSA is facing with trying to remove the required amount of copper and zinc.

3. Operator's Report: Mr. Weller reported Delanco's flow is 68% of the total flow with 2010 being the highest year in all the years that readings have been taken.

### **NEW BUSINESS:**

1. Zubrugg Mansion sewer rates: Mr. Randy Cherkas from Grapevine Development requested the Authority reduce the sewer rate for the Mansion located at 531 Delaware Avenue. He stated he did not realize that each of the twenty-seven (27) units would be charged the \$70 minimum which puts a burden on the residents who are low income. Mr. Fynan stated there are other apartment buildings in town that are charged the minimum per unit and some of these have one water meter. Mrs. Hinkle stated is not fair to charge for the unrented units and suggested the Lutheran Social Services notify DSA of the number of the occupied units. Mr. Fynan asked how that could be managed for other apartment buildings that don't have the Lutheran Social Services. After a lengthy discussion and many different scenarios.

### **RESOLUTION 2011-13**

Motion by Mr. Jenkins, seconded by Mrs. Hinkle to approve Resolution 2011-13 for a temporary rate reduction on twenty (20) out of twenty-seven (27) units and to charge the Mansion for the seven (7) units that are currently occupied at the minimum rate of \$70 each totaling \$490 until the 2011 fourth quarter billing in which the Mansion will be charged for all twenty-seven (27) units totaling \$1,890

Roll Call: Mr. Dillenbeck, no; Mr. Fynan, yes; Mrs. Hinkle, yes; Mr. Jenkins, yes

### **RESOLUTION 2011-13**

#### **RESOLUTION OF THE DELANCO SEWERAGE AUTHORITY, IN THE COUNTY OF BURLINGTON, NEW JERSEY AUTHORIZING A TEMPORARY RATE REDUCTION FOR CERTAIN REAL PROPERTY IDENTIFIED ON THE OFFICIAL TAX MAP OF THE TOWNSHIP OF DELANCO AS BLOCK 1202, LOT 6**

WHEREAS, at the February 8, 2011 public meeting of the Delanco Sewerage Authority, (the "Authority") authorized representatives of Zurbrugg Partnership, LLC were present for the purpose of discussing with the Board a request that the unoccupied units of the former Zurbrugg Mansion be provided with a temporary rate reduction due to the fact that these units are currently unoccupied;

WHEREAS, the Zurbrugg Partnership representatives represented that twenty (20) of the twenty-seven (27) low and moderate income units which are available for rent are presently unoccupied;

WHEREAS, the Authority members believe that as an accommodation to the Zurbrugg Partnership, it is prudent and reasonable to temporarily suspend the minimum quarterly charge for twenty (20) of the twenty-seven (27) unoccupied units until October 1, 2011;

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE DELANCO SEWERAGE AUTHORITY, IN THE COUNTY OF BURLINGTON, NEW JERSEY, THAT:

1. The Authority Secretary/Treasurer is hereby authorized to reflect in the Authority's billing records that twenty (20) of the available twenty-seven (27) apartment units located at 531 Delaware Avenue also known on the official tax map of the Township of Delanco as Block 1202, Lot 6 shall not be billed a minimum quarterly sewer treatment charge for twenty (20) units until October 1, 2011, regardless of whether any of the twenty (20) unoccupied units become rented during the period leading up to October 1, 2011. These units will be billed the minimum of \$70 each for water consumed up to 10,000 gallons with \$6.00 per additional 1,000 gallons.
2. On October 1, 2011, the twenty (20) currently unoccupied units will again resume paying the minimum quarterly charge regardless of whether the unit is occupied or not.
3. Unless modified or revised herein, all other sections of the Delanco Township Code shall remain in force and effect.

2. Firehouse rate reduction: Mr. Dillenbeck stated currently the firehouse is charged \$25 minimum and then charged \$6 for every 1,000 gallons of water. Mr. Dillenbeck stated it is mandated the vehicles be rinsed after each call creating an excessive amount of water usage that is not going into the sewer system. Mr. Weller stated he visited the firehouse and found there are no floor drains so the vehicles are rinsed outside in which the water does not go into the sewer system. Mr. Jenkins suggested the firehouse obtain a second meter just for the rinsing of the vehicles. Mr. Jenkins stated the fire department didn't submit this request in writing. Ms. Kate Fitzpatrick, Delanco Mayor, stated Delanco's fire department and emergency squad are volunteers and their budget is dependent upon the residents of Delanco and feels the fire department should not be charged for sewer.

Firehouse rate reduction public hearing date

Motion by Mr. Dillenbeck, seconded by Mr. Jenkins to set the firehouse rate reduction public hearing for March 8, 2011 and to authorize Mrs. Daley to publish such in the local newspaper at least twenty (20) days prior to the hearing date

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

**MEETING OPENED TO THE PUBLIC**

Mr. Fynan opened the meeting to the public.

Kate Fitzpatrick, 225 Rancocas Ave and Delanco Mayor, stated the Sewerage Authority does a tremendous job.

**MEETING CLOSED TO THE PUBLIC**

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

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

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

2/8/2011 MEETING