

**MINUTES  
DELANCO SEWERAGE AUTHORITY  
DECEMBER 13, 2011**

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

**ROLL CALL**

Members present: Mr. Dillenbeck, Mr. Jenkins, Mr. Fynan

Member absent: Mrs. Hinkle

Also present: Thomas Coleman, Attorney; William Kirchner, Engineer, Fred Weller, Ex Dir;  
Robert Stewart, Auditor

**FLAG SALUTE**

Mr. Fynan led the flag salute.

**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 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 Mr. Fynan to approve the November 9, 2011 minutes

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

**TREASURER'S REPORT:**

Motion by Mr. Dillenbeck, seconded by Mr. Fynan to accept the Treasurer's report for November

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

**PAYMENT OF BILLS:**

Motion by Mr. Dillenbeck, seconded by Mr. Jenkins to approve the payment of bills totaling \$41,774.09

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

<u>Check #</u>	<u>Payee</u>	<u>Amt Paid</u>
EFTPS	Electronic Federal Tax Payment System	\$3,114.65
TEPS	State of New Jersey	436.80
TEPS	P.E.R.S.	1,038.56
TEPS	NJ State Health Benefits Program	1,611.97
3134	Burlington County Times	109.68
3135	C. Stevenson & Son Inc	442.50
3136	C, Stevenson & Son Inc	150.00
3137	Courier Post	81.18
3138	Sharlann Daley	48.14
3139	Environmental Resolutions	2,447.30
3140	Joseph J Hays	1,548.72
3141	J. Westphal Electrical Contr Inc	1,040.00
3142	Nextel Communications	277.93
3143	One Call Concepts	45.32
3144	Perfect Services Co	843.24
3145	Petty Cash	31.20
3146	Postmaster	76.00

3147	PSE&G	2,111.31
3148	Raymond, Coleman & Heinold LLP	175.00
3149	Vera Taylor	525.54
3150	TD Bank - BCBC	3,618.26
3151	TD Bank - NJEIT	9,558.58
3152	Township of Delanco	508.52
3153	Township of Delanco	223.38
3154	USA Mobility	17.95
3155	Verizon	192.40
3156	Delanco Sewerage Authority	11,455.96
3157	Postmaster	44.00
	<b>TOTAL</b>	<b>\$41,774.09</b>

**2012 BUDGET PUBLIC HEARING AND ADOPTION:**

BUDGET HEARING OPEN TO THE PUBLIC

Mr. Fynan opened the hearing to the public.

BUDGET HEARING CLOSED TO THE PUBLIC

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

**RESOLUTION 2011-25**

Motion by Mr. Dillenbeck, seconded by Mr. Jenkins to adopt Resolution 2011-25 to adopt the 2012 Budget

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

**RESOLUTION 2011-25**

**RESOLUTION TO ADOPT THE 2012 BUDGET**

FISCAL YEAR: FROM JANUARY 1, 2012 TO DECEMBER 31, 2012

WHEREAS, the Annual Budget and Capital Budget/Program for the Delanco Sewerage Authority for the fiscal year beginning January 1, 2012 and ending December 31, 2012 has been presented for adoption before the governing body of the Delanco Sewerage Authority at its open public meeting of December 13, 2011; 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 \$905,800, Total Appropriations, including any Accumulated Deficit, if any of \$1,124,199, and Total Unrestricted Net Assets utilized of \$218,399; 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 13, 2011 that the Annual Budget and Capital Budget/Program of the Delanco Sewerage Authority for the fiscal year beginning January 1, 2012 and ending December 31, 2012 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.

#### **RATE PUBLIC HEARING**

The Authority is seeking a rate increase. Mr. Stewart stated his concern is the fund balance is decreasing rapidly with no future anticipated revenue such as connection fees at this time. Mr. Fynan expressed concern that the Burlington County Bridge Commission (BCBC) loan to sewer Coopertown Road falls solely on the Sewerage Authority's budget to submit payments; whereas it is the Township's responsibility to seek and collect the fair share funds. Mr. Weller stated the State denied a loan due to the sewer rates being too low. A discussion ensued and the Authority agreed to a ten dollar (\$10) per quarter rate increase on the base rate for each account effective the first quarter of 2012.

#### **RATE HEARING OPEN TO THE PUBLIC**

Mr. Fynan opened the hearing to the public.

#### **RATE HEARING CLOSED TO THE PUBLIC**

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

#### **RESOLUTION 2011- 26**

Motion by Mr. Dillenbeck, seconded by Mr. Jenkins to adopt Resolution 2011-26 to adopt a Revision to the Rate Schedule to remove the Delanco Municipal Building and Garage from the billing system in lieu of office rent and to increase the base rate by \$10 per quarter for each account beginning the first quarter 2012

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

#### **RESOLUTION 2011 - 26**

#### **A RESOLUTION OF THE DELANCO SEWERAGE AUTHORITY, COUNTY OF BURLINGTON AND STATE OF NEW JERSEY TO ADOPT A REVISION TO CHAPTER 465-6 (SERVICE CHARGES AND RENTALS) OF THE DELANCO SEWERAGE AUTHORITY CODE ELIMINATING THE DELANCO TOWNSHIP MUNICIPAL BUILDING AND MUNICIPAL GARAGE FROM THE BILLING SYSTEM AND TO INCREASE THE BASE RATE BY TEN DOLLARS (\$10) PER QUARTER EFFECTIVE THE FIRST QUARTER OF 2012**

WHEREAS, the Delanco Sewerage Authority (hereinafter "Authority") has determined a need to revise Chapter 465-6 entitled Service Charges and Rentals, and

WHEREAS, the Authority will eliminate the Delanco Township Municipal Building and Delanco Township Municipal Garage from the billing system in lieu of office rent and its use of the Delanco Township Municipal building, and

WHEREAS, the Delanco Township Municipal Building and Delanco Township Municipal Garage will remain off the billing system so long as the Authority occupies an office in the Delanco Township Municipal Building, and

WHEREAS, the Authority deems a sewer rate increase is necessary for the reasons of increased costs to sewage disposal, increased costs for State mandated upgrade requirements to the treatment facility, increased costs to insurances, continued costs from the Coopertown Road sewer installation; and

WHEREAS, the Authority agreed to increase the sewer minimum quarterly charge to all Delanco users, also known as Code Chapter 465-6A subsections 1-9 et seq, by ten dollars (\$10) for each equivalent dwelling unit; and

WHEREAS, the above changes will take effect the first quarter of 2012

NOW, THEREFORE, BE IT RESOLVED, by the Delanco Sewerage Authority that the Delanco Township Municipal Building and Delanco Township Municipal Garage are eliminated from the billing system in lieu of office rent and its use of the Delanco Township Municipal Building which will remain in effect so long as the Authority has an office in the Delanco Township Municipal Building also there will be an increase to the sewer minimum quarterly charge of ten dollars (\$10) effective the first quarter of 2012

## **OLD BUSINESS**

### 1. Engineer's Report:

a) Surveying project- Part 2: Mr. Kirchner reported the field work for the sewer easements is complete and the descriptions will be submitted with the exception of block 500 lot 2 due to issues that arose during the preparation of this description. The issue was that it has been subdivided and the resultant properties cannot be accurately described without a correction to the existing easement. Mr. Kirchner will continue to process this.

Mr. Kirchner reported a letter was received from a resident after the field work was complete stating the Township gave up any and all rights to his property and requested that everyone stay off his property. Mr. Kirchner reported the field surveyor completed his work and the resident allowed the surveyor onto his property without incident. Mr. Coleman stated the Township gave up the right, not the Authority. Therefore, the Sewerage Authority has the right to enter his property under the easement. Mr. Weller stated the driveway is blocked with concrete barriers; therefore, when the sewer line backs-up, the twenty plus (20+) residents connected will be affected because Mr. Weller cannot access the manhole with the barriers up.

b) Escrow projects: RiversEdge, Creekside, The Crossings, Abundant Life, Zurbrugg Site: Mr. Kirchner reported there is nothing new.

2. Beverly Sewerage Authority Meeting Report: Mr. Kirchner reported the DRBC approved his plan regarding the removal of copper lead and zinc. Mr. Weller reported BSA may waive the excess flow due to the hurricane which estimates to \$900.

3. Operator's Report: Mr. Weller reported the flows are down but will increase with any rainfall. Mr. Weller reported Moorestown's sump pump fees are \$125 per quarter and the residents are only permitted to have them if there is no other solution to remove the water. Mr. Weller reported Moorestown's garbage disposal fee is \$65 per quarter and then stated these are too easy to reconnect after he inspects.

## **NEW BUSINESS**

### 1. Budget Transfer

#### **RESOLUTION 2011- 27**

Motion by Mr. Dillenbeck, seconded by Mr. Jenkins to adopt Resolution 2011-27 for a budget transfer

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

#### **RESOLUTION 2011-27**

### **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 2011 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**

5015 Salaries-Dep Sec/Treas	\$2,000
5110 Social Security Expense	\$2,000
5140 Hospitalization Insurance	\$5,000
5240 Insurance	\$6,000
5260 Education, Training, Conference	\$1,000
5330 Repairs & Maintenance-Equipment	\$1,030
5360 Engineering Services	\$1,600
5370 Other Expenses	<u>\$2,000</u>
Total	\$20,630

**To**

5020 Salaries-Operations	\$7,088
5101 PERS- Employer annual contribution	\$ 917
5200 Office Expense	\$4,000
5210 Legal Expense	\$5,000
5220 Auditing & Accounting	\$ 500
5230 Telephone	\$ 425
5300 Electric Power	<u>\$2,700</u>
Total	\$20,630

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. Sub-committee to review RFP/RFQ's

Motion by Mr. Dillenbeck, seconded by Mr. Jenkins to appoint Mr. Fynan and Mr. Jenkins as subcommittee to review the professional proposals

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

3. Approve meeting schedule for 2012

Motion by Mr. Dillenbeck, seconded by Mr. Jenkins to approve the meeting schedule for 2012

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

**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.

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

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