**CARNEYS POINT TOWNSHIP SEWERAGE AUTHORITY**

**REGULAR MEETING**

**December 15, 2020**

The meeting was called to order by Chairman Rullo at 5:30 p.m. with the pledge of allegiance and stating the following: This meeting is being held in compliance with the Open Public Meeting Act. Advance notice of this meeting was given by way of the annual notice which was filed with the Carneys Point Township Clerk, forwarded to the South Jersey Times and the Elmer Times and was posted on the bulletin board in the lobby of the Carneys Point Township Municipal Building. The pledge of allegiance was recited.

**Roll Call**

Present: Dr. Racite, Mr. Pleura, Mr. Brown

Via Phone or Internet: Mr Rullo, Mr Newton

Others Present: Mrs. Zee, Mrs. Willis, Mr. Whittaker

Others Via Phone or Internet: Mr. Telsey, Mr. Biermann, Mr. Robert DeBlock, Mr. Kiel

**Opening – Section 1**

1. Motion to accept all properly audited vouchers, Motion Mr. Pleura, 2nd Mr Newton

 RECORDED VOTE: Aye: Mr. Brown, Dr. Racite, Mr. Rullo, Mr. Newton, and Mr. Pelura

 Nay: None

 Abstain: None

 MOTION CARRIED: 5-0-0

 Dr Racite had a question on the Atlantic City Electric Bill and the Franc Bill for the Sludge cleanup. Both questions

 answered to satisfaction.

1. Motion to accept Regular Session Minutes from November 17, 2020 meeting. Motion Mr Brown, 2nd Mr Newton

 RECORDED VOTE: Aye: Mr. Brown, Dr. Racite, Mr. Rullo, Mr. Newton, and Mr. Pelura

 Nay: None

 Abstain: None

 MOTION CARRIED: 5-0-0

**Old Business – Section 2**

1. Triple Net Investments LVII, LLC – Project application Gateway Business Section, one of the smaller lots in the original section. Sickels is not recommending approval of the application at this time.
2. Sanitary Sewer Bond Estimate, Matrix Salem Land Development, LLC – Gateway Business Park in Expansion area. Located on Straugns Mill Rd. This is to establish the Performance Bond amount ($5,040.00), Safety and Stabilization guarantee ($5,000), and Inspection Escrow amount ($4,693.50). Needs Board to approve amounts by Resolution. **Resolution 2020-48**  Motion by Mr. Pleura, 2nd , 2nd Mr Brown

 RECORDED VOTE: Aye: Mr. Brown, Dr. Racite, Mr. Rullo, Mr. Newton, and Mr. Pelura

 Nay: None

 Abstain: None

 MOTION CARRIED: 5-0-0

1. Vesper Opportunity Fund, LP – 15 S. Pennsville Auburn Rd. Review application only
2. DPIF2 Acquisition Co., LLC – 30 North Game Creek Rd. Review application only.

**Correspondence – Section 3**

1. FYI – E-mail request to reserve sewer capacity for Verizon Wireless Data Center, 2 Collins Drive. Want to reserve sewer capacity by paying connection fee now prior to putting in application. 400 gallons per day, 2 service units. Sickels recommends approving the connection fee amount, $8,890.00 by Resolution. Mr Telsey agrees with Mr. Biermann and will put together a reservation agreement. Mr. Shubert, attorney for Verizon, wanted verification amount would be 50% of connection fee ($4,445.00). This would reserve for capacity for 2 years. Mr. Brown was concerned about the 2 year reservation holding up other developers. Verizon wants to break ground in March and complete wthin 18 months.

**Resolution 2020-49** Motion Mr. Pleura, 2nd Mr Brown.

 RECORDED VOTE: Aye: Mr. Brown, Dr. Racite, Mr. Rullo, Mr. Newton, and Mr. Pelura Nay: None

 Abstain: None

 MOTION CARRIED: 5-0-0

1. FYI – NJUAJIF notice of $4,109.00 dividend for 2020 be credited toward 2021 Assessment as in prior years.

 Motion to approve Mr Brown, 2nd Mr. Pleura

 RECORDED VOTE: Aye: Mr. Brown, Dr. Racite, Mr. Rullo, Mr. Newton, and Mr. Pelura Nay: None

 Abstain: None

 MOTION CARRIED: 5-0-0

1. FYI – Copy of NJUA Fund Year’s 2021 Budget of the NJ Utility Authorities Joint Insurance Fund. No discussion
2. FYI – Deepwater Diner Pumping Station and Force Main punch list. Mr Biermann reported a letter was sent to the Multani brothers to act on the punch list to conclude the project. Mr Biermann will follow up with a site walk once the Multani brothers contractor has completed the items.

**New Business – Section 4**

1. Final payment to Mountain Machine Works for RBC1B, 2A and 2C repairs, Sickels is recommending full payment of the final $41,600.00. 2A is running, 2C is not ready, 1B is not running correctly, per Mr Whittaker. Mr Pleura questioned paying the final payment. Mr Biermann recommended holding 10% of the total cost until the RBC’s are running correctly. Motion to withhold 10% ($12,000.00) of total $120,000 bill and pay $29,600 at this time until all RBC’s are determined to be working correctly. Mr Pleura, 2nd Dr. Racite

 RECORDED VOTE: Aye: Mr. Brown, Dr. Racite, Mr. Rullo, Mr. Newton, and Mr. Pelura Nay: None

 Abstain: None

 MOTION CARRIED: 5-0-0

1. Wright Farm Sanitary Sewer Feasibility Study. Mr Biermann identified the property across from the Roman Pantry. The

 closest connection he recommends connecting to the current Georgetown Road gravity sewer, as a new forcemain is

 proposed to go down Georgetown road. Escrow is posted for this proposed site.

1. Special meeting held on Dec 1, 2020 to approve **Resolution 2020-41** Authorizing an Application to the USEDA Public Works and Economic Adjustment Assistance Program and Appointing Authorized Representatives for Matters Involving Documentation for the same.and **Resolution 2020-42** Authorizing theSubmission of an Application to theNew Jersey Local Finance Board. Mr Pleura questioned the Resolutions and The official minutes. Need to approve the Special Meeting Minutes. Motion to approve minutes Mr Brown 2nd Mr Newton.

 RECORDED VOTE: Aye: Mr. Brown, Mr. Rullo, Mr. Newton,

 Nay: None

 Abstain: Mr. Pleura, Dr. Racite

 MOTION CARRIED: 3-0-2

**Reports**

1. **Mr Telsey** – Informed the Board he received two proposed escrow agreements one for Kelly Farm project ($455,000.00) the other for warehousing on Shell Road ($15,000). Sickels will do the engineering. Adam will be working with Brad on the redevelopment of the projects.
2. **Mr. Biermann –** Gear Boxes from Cape May were not in good shape. Sickels would like to get 2 Dodge Drives Gear Boxes at a cost of $58,284.94 for both. Parts for this type of Gear Box are easily available. Money is still available in the Capital Budget from 2019 for this purchase. Motion to purchase from Applied Industrial Technologies out of 2019 Capital Budget for $58,284.94, Dr Racite, 2nd Mr Brown

 RECORDED VOTE: Aye: Mr. Brown, Dr. Racite, Mr. Rullo, Mr. Newton, and Mr. Pelura

 Nay: None

 Abstain: None

 MOTION CARRIED: 5-0-0

 **2nd Action Item**: Sludge Digester clogging causing pressure. Recommends bringing Municipal Maintenance in to clean out

the digesters and evaluate the mixers on an emergency basis. Mr Kiel said there is $70,000 in the budget for this. Mr Brown

 questioned if normal maintenance was being done on a regular basis to prevent emergencies. Per Mr Biermann, the Board was

 informed of this 2 years ago and there was no money in the budget. Motion to declare an emergency and keep the cost under

 $115,000.00. Mr Brown, 2nd Mr Newton

 RECORDED VOTE: Aye: Mr. Brown, Dr. Racite, Mr. Rullo, Mr. Newton, and Mr. Pelura

 Nay: None

 Abstain: None

 MOTION CARRIED: 5-0-0

1. **Mr. DeBlock –** Flows are up, well below capacity
2. **Mrs Zee -** Revenue in November 2020 $58,112.44, Operating Expenses were $139,306.25. 2,228 bills were mailed out 12/1/20 for Jan 1 & April 1, 2021 bill dates. Anticipating revenue from both mailing is $1,015,555.12.
3. **Mrs Willis –** Still waiting for an answer on QPA replacement for Frank Hartman from Debby Turner Fox. Could possibly have a shared service with the County for her services. Also reached out to Jessica Bishop who was interested but was significantly higher in cost then Debby Turner Fox. Mr Telsey suggested reaching out to the QPA of Woodstown.

New payroll service selected, new validator purchased, Board Binders will continue to be printed if Authority Board chooses, Professional Binders will be emailed only, Advertised on the electronic board and channel 9 when Sewerage payments are due.

1. **Mr. Kiel – Resolution 2020-43 Retroactive Approval of Sick and Vacation Balance Roll Forward**.

Carry over has not been capped each year as per union contract. Going forward amounts will be capped, however the overage will be allowed to roll over from the previous year until the new union contract comes up next year. Discussion ensued. Union will be notified. Patty will meet with the operators individually and discuss.

Motion Mr Brown, 2nd Dr Racite

 RECORDED VOTE: Aye: Mr. Brown, Dr. Racite, Mr. Rullo, Mr. Newton, and Mr. Pelura

 Nay: None

 Abstain: None

 MOTION CARRIED: 5-0-0

 **Resolution 2020-44 Approval of Temporary Budget Appropriations**

 The 2019 Audit has not been finalized, therefore the upcoming 2021 Budget can not be approved. A

 temporary budget can be adopted. Motion Mr Brown, 2nd Dr Racite

 RECORDED VOTE: Aye: Mr. Brown, Dr. Racite, Mr. Rullo, Mr. Newton, and Mr. Pelura

 Nay: None

 Abstain: None

 MOTION CARRIED: 5-0-0

 **Resolution 2020-45 Approving Paychex as an Outside Payroll Service**

Will do all reports and tax filing. Will eliminate the need for the Edmunds payroll module which will be a

 cost savings. Direct Deposit will be mandated. Discussion ensued. Motion Mr Brown, 2nd Dr Racite

 RECORDED VOTE: Aye: Mr. Brown, Dr. Racite, Mr. Rullo, Mr. Newton, and Mr. Pelura

 Nay: None

 Abstain: None

 MOTION CARRIED: 5-0-0

 **Resolution 2020–50 Authorizing Direct Deposit**

All employees of the CPTSA will be paid by Direct Deposit when Paychex takes over Payroll processing.

 Motion Mr. Pleura, 2nd Mr Brown

 RECORDED VOTE: Aye: Mr. Brown, Dr. Racite, Mr. Rullo, Mr. Newton, and Mr. Pelura

 Nay: None

 Abstain: None

 MOTION CARRIED: 5-0-0

 **Resolution 2020-46 Establishing the Operations Employees Pay Scale for the Fiscal Year December 1,**

 **2020 to November 30, 2021 in accordance with the Union Contract**

 Approves the calculation of the 2% increase to the operators pay scale. Motion Mr Pleura, 2nd Mr Brown.

 RECORDED VOTE: Aye: Mr. Brown, Dr. Racite, Mr. Rullo, Mr. Newton, and Mr. Pelura

 Nay: None

 Abstain: None

 MOTION CARRIED: 5-0-0

1. **Public Session N/A**

 Meeting will be open to the Public

1. **Closed Session – Section 8**

**Resolution 2020-47 Discuss Administration employee contracts and Professional Service contracts related to engineering and plant operations**

 Motion to go into closed session Mr Pleura, 2nd Dr Racite

 RECORDED VOTE: Aye: Mr. Brown, Dr. Racite, Mr. Rullo, Mr. Newton, and Mr. Pelura

 Nay: None

 Abstain: None

 MOTION CARRIED: 5-0-0

 **Resolution 2020-51 All non-contractual employees not including board members rate adjustment**

Motion to go into closed session Mr. Pleura, 2nd Dr. Racite

 RECORDED VOTE: Aye: Mr. Brown, Dr. Racite, Mr. Rullo, Mr. Newton, and Mr. Pelura

 Nay: None

 Abstain: None

 MOTION CARRIED: 5-0-0 **(see above)**

1. **Other Business – Section 9 N/A**
2. **Adjourn 7:42pm**

Motion Mr Pleura, 2nd Dr Racite

RECORDED VOTE: Aye: Mr. Brown, Dr. Racite, Mr. Rullo, Mr. Newton, and Mr. Pelura

 Nay: None

 Abstain: None

 MOTION CARRIED: 5-0-0