**CARNEYS POINT TOWNSHIP SEWERAGE AUTHORITY**

**REGULAR MEETING**

**July 21, 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. Pelura, Mr. Brown, Mr. Rullo

Via Phone or Internet: Mr Newton

Others Present: Mrs. Zee, Mr Tim Kiel, Mr. Wittaker

Others Via Phone or Internet: Mr. Telsey, Mr. Biermann, Mr Robert DeBlock, Mr. Sean O’Donnell, and

 Mr Jake Botticello and Mr Mike Sampino from Triad

**Opening – Section 1**

1. Motion to accept all properly audited vouchers, Motion 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. Dr Racite had a question on where the money was coming out of for the roof charge, Mr Kiel responded it was coming from the operating budget temporarily, then will be charged to capital appropriation. Question answered to satisfaction.
2. Dr Racite questioned the charge on the Rt 40/48 Sanitary Sewer Feasibility Study, was it coming from Escrow. Mr Kiel explained it was a capital budget expense. Since no line item was designated for a capital budget expense in operating expenses, a capital budget amendment will be sent to the state.

Motion to accept Regular Session Minutes from June 16, 2020 meeting. Motion 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

**Old Business – Section 2**

1. Courses Landing Urban Renewal, LLC Tri-State Distribution Center, terminate sewer easement. Mr Telsey reminded the Board this had been approved prior, no motion was needed, ok to sign document.
2. Copy of Carneys Point Township letter in support of USEDA Grant Application by CPTSA

Copy of Carneys Point Township Resolution to Temporarily undertake refunding the project of the sewer expansion.

Both were for FYI only, no discussion ensued

1. Triad paper work for review, USDA Grant.. **Resolution 2020-22,** Resolution of the Township of Carneys Point approving the filing of Grant Funding and a loan to fund the overall engineering and infrastructure improvements needed to expand the CPTSA Sanitary Sewer System

**Correspondence – Section 3**

1. Copy of Gov Phil Murphy’s bill signed into law, A4126, permitting Authorities to waive interest and lien enforcement for certain delinquent sewer utility payments, COVID related. FYI, no discussion ensued.
2. Copy of Public Notice Letter regarding Tri-State Distribution Center 7 DEP. FYI, no discussion ensued.

**New Business – Section 4 N/A**

1. Copy of letter from Sickels to Matrix Salem Land Development, LLC concerning application for sewer services. Mr

 Biermann explained this was a new warehouse. This is review 1, Sickels has no recommendations for the board at this time.

**Reports**

**Mr Telsey** – none

**Mr. Biermann** - Treatment Works Approval Extension Request on Lafayette Road Sanitary Sewer Project. Current TWA will expire on Sept 11, 2020. Need authorization to request extension for one year. Can request 2 more additional one year extensions if necessary. Motion to authorize request for extension 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

Authorize Sickels to prepare the engineers report for the Funding Loan Application for Sanitary Forcemain Extension Rt 40/48 to USDA to go along with the USEDA grant application. Per Triad the funding applications would be stronger if they were made in parallel to both USDA and USEDA. Triad would like to submit the USDA application to complement the USEDA application as soon as possible. Motion to Approve Sickels to prepare the engineers report for the project, 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

Owner and Engineer’s Agreement for professional services for the Sanitary Forcemain Extension as required by the USDA funding application.

Motion to approve the professional services for Engineers, Grant Consultant, Auditor, Attorney, Bond Counsel,

 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

Mr. Sampino, Triad - Mr Sampino explained the need to submit proof of Professional Services along with the applications.

 The amount to offset the grant with a loan based on the grant amount

 **Resolution 2020-22 - Approving filing of Grant Funding and a loan to fund the overall engineering**

 **and infrastructure improvements needed to expand the CPTSA sanitary sewer**

 **system.**

 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

 **Resolution 2020-28 - Approving filing of Grant Funding and a loan to fund the overall engineering**

 **and infrastructure improvements needed to expand the capacity of the**

 **CPTSA sanitary sewer system. (Professional Services)**

 Motion Mr Newton, 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

Mr. O’Donnell – RBC Repair, 3 of 8 are out of service due to shaft issues. Full replacement would cost $340,000, New shaft

 would cost $225,000. Quote does not include cost for a missing gear box. Mr Bierman stated he would like

 to declare this an emergency and move ahead with getting quotes. Will reach out to Mike Welding regarding

 financing for this. Cost for gear box, aprox $40,000.

 Mr Bierman- Roof repairs as opposed to replacement quotes for Treatment Plant. No responses.

 Mr. Bierman – TDK Enterprises. Concrete had been poured into manhole. Therefore could not determine if

 the building was connected. Recommends capping the lateral. If they want to reopen at a later date a new fee

 will be required. Motion to cap lateral line Motion Mr Pleura, 2nd Mr Racite

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

 and Mr. Pelura

 Nay: None

 Abstain: None

 MOTION CARRIED: 5-0-0

Mr. DeBlock – Odor complaints from Line Street Pump Station due to issues with the bioxide feed system at the

 Delaware Ave Pump Station, a new delivery of bioxide was received 6/16/20. Difference of opinion on who

 was supplying and maintaining it.

Mrs Zee – Report on Revenue and Operating expenses for June 2020.

 Informed Board 979 2nd qtr residential delinquent notices went out July 14th . Anticipated revenue from

 Mailings $379,024.82. 102 2nd qtr consumption bills went out July 15th. Anticipated revenue from the mailing

 $209,353.63

Mr Kiel -  Suggested rate adjustments.

 **Resolution 2020-24 - Resolution Approving the Amendment of the Sewer Rate Schedule**

 **R**etroactively reduce rate schedule and change tiers. First 30,000 gallons will be charged

at $1 per gallon as opposed to only the first 10,000 gallons being charged $1.00 per

 gallon. Billings will be corrected. Public session will be necessary. Mr Rullo asked for

 input from the public on the proposed rate adjustment during the Public Session. Response

 from Mr Don Redfield and Gino Crisitelli. Discussion ensued.

 Motion 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

 **Resolution 2020-26 – Establishment of Finance Committee**

Would allow the Office Administrator to bypass going to the entire Board for quick

 financial decisions. Would be made up of 2 Board Members. Dr. Racite had concerns

 about the responsibility put on two individuals. Dr. Racite and Mr Pleura volunteered to be

 on the Finance Committee, Chairman Rullo approved

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

  **Resolution 2020-25 – Authorizing the issuance and sale of its sewer project notes, Series 2020**

Rolling of Note, done annually. Motion 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

Mr Pleura requested a section on the Agenda devoted to voting on discussed Resolutions rather than doing them throughout the meeting.

Dr Racite had a concern and question about Noodles Truck Stop, not having a sewerage line

**Public Session N/A**

**Executive Session**

 **Resolution 2020-23** Motion Dr. Racite, 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

Following Executive session, Motion to hire Patty Willis as Office Manager of CPTSA. Motion Dr. Racite, 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

Dr Racite would like to see the Personnel Manual updated

Mr Brown questioned who the JIF personnel were who assigned to CPTSA

**Other Business – N/A**

**Adjourn July 21, 2020 at 7:56 pm**

Motion to Adjourn 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