**CARNEYS POINT TOWNSHIP SEWERAGE AUTHORITY**

**Regular Meeting Minutes**

**November 21, 2023**

The meeting was called to order by the Solicitor 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 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: Mr. Basile, Mr. Brown, Mr. Newton, Mr. Bomba

Via Phone or Internet: Dr. Racite

Absent:

Others Present: Mr. Telsey, Mr. Biermann, Mr. O’Donnell, Mr. Cooksey, Mr. Chapman (new Project

Manager), Mrs. Willis, Mrs. Zee

Others Via Phone or Internet:

**Opening – Section 1**

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

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

Mr. Bomba, Mr. Basile, Dr. Racite

Nay: None

Abstain: None

MOTION CARRIED: 5-0-0

1. Motion to accept Regular Session minutes from the October 17, 2023 Regular Meeting. Motion Mr Bomba, 2nd Mr. Newton.

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

Mr. Bomba, Dr. Racite, Mr. Basile

Nay: None

Abstain: None

MOTION CARRIED: 5-0-0

**Old Business – Section 2**

1. **Special Report from Mr. Joe DiNicola, Attorney for Multani - Deepwater Diner.**

Mr. DiNicola was a no show. Mr. Sean O’Donnell reported the contractors were still a no show at the site multiple times. Asphalt was cleared on one day. Mr. Brown reported the property was now listed for sale. We are still within our MOU.

1. Delaware View Apartments, LP Sanitary Sewer Bond Estimate & Escrow Fee recommendation of Sanitary Sewer Bond in the amount of $61,104.00 and Escrow Fee amount of $8,446.00 by Sickels. **(CPSA 1053)** **Resolution 2023-59** Establishing Performance Bond and Escrow Fee Amount. Motion Mr. Bomba, 2nd Mr. Basile

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

Mr. Bomba, Dr. Racite, Mr. Basile

Nay: None

Abstain: None

MOTION CARRIED: 5-0-1

1. **Resolution 2023-52** resubmitted from October 17, 2023 CPTSA Board Meeting with corrected figures from Parker McCay in regards to Lafayette Road Sanitary Sewer Project and the issuance and sale of its sewer project notes up $1,800,000.00.

Motion Mr. Bomba, 2nd Mr. Newton

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

Mr. Bomba, Dr. Racite, Mr. Basile

Nay: None

Abstain: None

MOTION CARRIED: 5-0-0

Also **Resolution 2023-60,** Resolution of the CPTSA expressing its intention to reimburse itself for certain expenditures relating to the Authority’s Capital Improvement Program out of the proceeds of Bonds or other obligations to be hereafter issued by the Authority up to $1,800,000.00. This **replaces Resolution 2023-51** from last months meeting. Motion Mr. Bomba, 2nd Mr. Newton

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

Mr. Bomba, Dr. Racite, Mr. Basile

Nay: None

Abstain: None

MOTION CARRIED: 5-0-0

A copy of Notice of Adoption of Note Resolution will be advertised in the South Jersey Times

1. Certification of Funds for the Lafayette Road Sanitary Sewer Project **(CPSA 122)** from Mr. Testa and notice of Award of Contract for the Lafayette Road Sanitary Sewer Project from Sickels.
2. RG Carneys Point LLC, Rockefeller Group, Forest Lane Warehouse Development Project Sanitary Sewer Review No. 4, all requested changes are now approved. Motion Mr. Bomba, 2nd Mr. Basile

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

Mr. Bomba, Dr. Racite, Mr. Basile

Nay: None

Abstain: None

MOTION CARRIED: 5-0-0

**Correspondence – Section 3 N/A**

1. Notice from State of New Jersey, Department of Environmental Protection, Division of Water Quality, Municipal Finance & Construction Element authorizing CPTSA to award the Lafayette Road Sanitary Sewer Project to South State, Inc of Bridgeton, NJ for the combined low bid amount of $1,379,937.25, all of which is allowable for funding through the New Jersey Water Bank. And acknowledgment to NJDEP, Division of Water Quality of the receipt of the Authorization to Award. No discussion.
2. Copy of signed Government & Public Affairs Agreement between Carneys Point Township Sewerage Authority and Archer Public Affairs to assist in all areas of statewide and local advocacy concerning governmental affairs and regulatory matters. This was previously approved to bring on the consultant to lobby for us for the PG/CP connection. No further discussion. Mr. O’Donnell commented on the upcoming meeting with TWA on Monday about this matter. TWA said CP should apply for a revoke and renew their existing permit so DEP would be more comfortable with the PG/CP connection. Discussion ensued.

**New Business – Section 4**

1. **Resolution 2023-57** Resolution of Intent to Use Eminent Domain on the Jordan/Johnston property to take a temporary easement on the property lasting approximately 1 year. Property will then be restored. Mr. Telsey explained procedure. 14 day letter has gone out from our eminent domain lawyer, Tom Olson, sending the appraisal again. Discussion ensued. Motion Mr. Bomba, 2nd Mr. Basile

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

Mr. Bomba, Dr. Racite, Mr. Basile

Nay: None

Abstain: None

MOTION CARRIED: 5-0-0

**Reports**

1. **Mr. Telsey Section 5 –** No further report

1. **Mr. Biermann/Mr. O’Donnell** **Section 6 –**

Reported on Turnpike and Fresh Water Wetlands permit application for the Force Main project.

Proposal for Professional Services to Revise Sewer Rules and Regulations by Sickels and Associates to be more in line with other model towns that have already gone through a development stage. Estimated cost will be $24,625.00. Discussion ensued.

**Resolution 2023-61** Authorizing Sickels and Associates Proposal for Revision of Sewer Rules and Regulations. Motion Mr. Bomba, 2nd Mr. Newton

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

Mr. Bomba, Dr. Racite, Mr. Basile

Nay: None

Abstain: None

MOTION CARRIED: 5-0-0

1. **Mr. Cooksey Section 7 –**

Line Street pump station retrofit project completed. Pump Controller replaced at the East End Station

1. **Mrs. Zee Section 8 -** Revenue and Operating Expense results for October 2023 were:

Revenue: $368,913.17 Operating Expenses: $162,873.66

**Mrs. Willis** **Section 8** – **Resolution 2023-58** Resolution Adopting Revised Personnel Policies

and Procedures Manual. Motion Dr. Racite, 2nd Mr. Bomba

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

Mr. Bomba, Dr. Racite, Mr. Basile

Nay: None

Abstain: None

MOTION CARRIED: 5-0-0

RFP’s will be sent to newspaper 11/22/2023 for February 2024 reorganization..

Informed Board of new Winter Termination Policy by the State of NJ for those on assistance. We will post on our web page there will be no termination of sewer service between November 15, 2023 through March 15, 2024 as per State requirement. Motion Mr. Basile, 2nd Mr. Newton.

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

Mr. Bomba, Dr. Racite, Mr. Basile

Nay: None

Abstain: None

MOTION CARRIED: 5-0-0

Shared Service with County for use of their QPA is up for renewal. Will run from 1/1/2024 through 12/31/2026 with a 2% increase over previous contract. **Resolution 2023-62** Resolution Authorizing Shared Services agreement for Qualified Purchasing Agent with Salem County. Motion Mr. Newton, 2nd Mr. Bomba

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

Mr. Bomba, Dr. Racite, Mr. Basile

Nay: None

Abstain: None

MOTION CARRIED: 5-0-0

2% increase to plant as per contract effective 12/1/2023, request for 3% increase to office staff. Suggested this should be discussed in closed session.

1. **Mr. Testa Section 9–**

2024 Budget is not done yet. Will meet with the Finance Committee to review and discuss.

Spoke to Auditors (Bowman) about proposed rate study and updating rate calculations and connection fees. Dr. Racite asked about investment options for CPTSA . Discussion ensued.

Dr. Racite expressed need to hire for full time CFO. Mr. Testa concurred. Discussion ensued.

**Public Session Section- 10**

Motion to go into Public Session Mr. Basile, 2nd Mr. Bomba

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

Mr. Basile

Nay: None

Abstain: None

MOTION CARRIED: 5-0-0

Mr. Mike Chapman thanked the Board for hiring him. Outlined his agenda to the Board. He will be reporting to the Infrastructure Committee which consists of Dr. Racite and Mr. Bomba.

Motion to close Public Session Mr. Bomba, 2nd Mr. Brown

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

Mr. Bomba, Dr. Racite, Mr. Basile

Nay: None

Abstain: None

MOTION CARRIED: 5-0-0

**Closed Session - Section 11 – N/A**

**Other Business – Section 12**

Discussion of 3% increase to Office Staff effective 12/1/2023. This does not need to be in closed session per Mr. Telsey as it is not concerning an individual. Discussion ensued. Board approved 3% increase. Motion Mr. Brown, 2nd Mr. Basile

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

Mr. Bomba, Dr. Racite, Mr. Basile

Nay: None

Abstain: None

MOTION CARRIED: 5-0-0

Discussion of increase to CPTSA Board Members annual stipend. Currently $1,500 per year. Suggestion by Mr Brown for 3% increase. Dr. Racite recommended increasing to $2,500 per year due to increased time and responsibilities of each member. Decision to increase will be tabled until December 19, 2023 meeting.

**Adjourn 7:09 PM** Motion Mr. Bombae, 2nd Mr. Basile

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

Mr. Basile

Nay: None

Abstain: None

MOTION CARRIED: 5-0-0