

WOODSTOWN SEWERAGE AUTHORITY
December 15, 2015

The regular meeting of the Woodstown Sewerage Authority was held in the Borough Hall in accordance with the notice sent to the South Jersey Times and Daily Journal and posted in the Borough Hall Foyer in compliance with the Sunshine Law NJSA 10:4-5 to 10:4-21.

The meeting was called to order by Chairman Quinnette.

The following members were present:

Mark Robbins Brian Pokrzywa Dave Layton

Members Absent: Matt Nowicki.

Also Present: Jane Gallagher James Hackett
 Rick Czekanski Dave Layton – Public Works
 Tom Sholders

Public Portion

With there being no comment from the public, the public portion was closed.

The minutes of the November 16, 2015 meeting were approved, on a motion by Mr. Robbins, seconded by Mr. Pokrzywa with all in favor.

Treasurer's Report

The monthly reports were reviewed along with the statement of cash position.

**RESOLUTION AMENDING THE 2015-2016 BUDGET OF THE WOODSTOWN
SEWERAGE AUTHORITY**

Resolution Amending the 2015-2016 Budget of the Woodstown Sewerage Authority was approved on a motion by Mr. Layton, seconded by Mr. Robbins, followed by a unanimous roll call vote. Absent: Mr. Nowicki

Mr. Hackett received an invoice from R&V in the amount of \$21,234.35 from Level One Construction. Mr. Zeigler stated this bill does not have to be acted on tonight because the project is not yet complete. Mr. Quinnette requested this matter be tabled and put on the agenda for the next meeting.

Mr. Hackett stated there were additions to the bill list.

Solicitor's Report

Mr. Zeigler received a letter from Frank Hoerst who represents Pierson the day after the last meeting requesting to be present at the next meeting to discuss possible credits for their sewer connection. Mr. Hoerst did not have the correct date for the meeting so he was not present. Mr. Zeigler stated he has previously represented Pierson in the past and requested Ms. Chetney be present when Mr. Hoerst comes to the meeting to discuss this matter.

A subcommittee including Mr. Quinnette, Mr. Robbins, Ms. Chetney and the engineer was formed to deal with this matter. Mr. Zeigler will contact all parties involved and the matter will be handled next year.

Mr. Zeigler received a call from Phillips Brothers. He informed them of the USDA requirements.

Mr. Quinnette stated the fire alarm at the sewer plant is non-functional. Mr. Zeigler will send written notice to the company and give them 30 days' notice to resolve the problem.

Engineer's Report

Mr. Czekanski arrived at 7:26 p.m.

The engineer's report was presented.

A motion to approve the engineer to prepare bid specifications for installation of new self-priming pumps and a control panel was made by Mr. Robbins, seconded by Mr. Layton, followed by a unanimous roll call. Absent: Mr. Nowicki

Wastewater Report

All permit requirements were met last month.

The jet truck has a water leak. Attempts to find a local repair center have been unsuccessful. Mr. Robbins will call Penns Grove to see if Woodstown can borrow their truck temporarily.

Old Business

Drew Hitchner has signed his agreement with the Sewerage Authority for his certification requirements. The agreement requires the Mayor and Mr. Quinnette to sign the agreement as well. The agreement contains specifications for future wage increases based on certifications obtained.

A motion to approve the employment agreement with Mr. Hitchner was made by Mr. Robbins, seconded by Mr. Layton followed by a unanimous roll call vote. Absent: Mr. Nowicki

There was discussion concerning an upgrade for Operator Dave Layton's cell phone.

A motion to approve a \$60 per month stipend to be paid to Mr. Layton was made by Mr. Robbins, seconded by Mr. Layton followed by a unanimous roll call vote. Absent: Mr. Nowicki

Mr. Quinnette asked the engineer to look at the pit and edges of the ramp at the plant to prevent future accidents.

New Business

Ralph Gardner has obtained his S1C1 license.

A motion to approve a pay increase of \$1.00 per hour for obtaining his license and also a \$1.00 per hour merit increase was made by Mr. Layton, seconded by Mr. Robbins, followed by a unanimous roll call vote. Absent: Mr. Nowicki

A motion was made by Robbins, seconded by Mr. Layton to pay the bills.

A motion to approve Mr. Zeigler to send a letter to Level 1 Construction highlighting sensitive items and requiring them to complete the job be completed in 15 days was made by Mr. Robbins, seconded by Mr. Layton, followed by a unanimous roll call vote. Absent: Mr. Nowicki

A motion to enter into closed session under contract negotiations with there being no official action taken after closed session was made by Mr. Robbins, seconded by Mr. Layton

A motion to return to open session was made by Mr. Robbins, seconded by Mr. Layton

There being no further business the meeting was adjourned at 8:45 pm.

Jane Gallagher
Secretary

