

AGENDA

CINNAMINSON SEWERAGE AUTHORITY

FEBRUARY 10, 2020

CHAIRMAN - RICHARD STROBEL

6:30 P.M. Call meeting to order.

OPEN PUBLIC MEETINGS ACT

N.J.S.A. 10:4-6 et seq.

Adequate notice of this meeting has been provided in accordance with the Open Public Meetings Act by;

- (a) prominently posting the Annual Notice of Meetings Resolution and maintaining such notice on a public bulletin board reserved for such or similar announcements.
  - (b) by submitting the Annual Notice of Meetings Resolution for publication in the Burlington County Times, the Board's official newspaper, and the Courier Post, the Board's alternate official newspaper in February 2019 within seven days of the Board's reorganization meeting;
  - (c) filing the Annual Notice of Meetings Resolution with the Clerk of the Township of Cinnaminson; and
  - (d) mailing the Annual Notice of Meetings Resolution to any persons who shall have prepaid to receive such notice.
- This statement shall be entered into the minutes.

ROLL CALL

PUBLIC COMMENT

OLD BUSINESS

1. Approval of January 13, 2020 regular session minutes.
2. Approval of January 13, 2020 executive session minutes.

REORGANIZATION

The Chair is turned over to the secretary for the purpose of electing a Chairman for the Fiscal Year February 1, 2020 to January 31, 2021.

**FOR CHAIRMAN:**

Mr./Ms. \_\_\_\_\_ nominated Mr./Ms. \_\_\_\_\_

Mr./Ms. \_\_\_\_\_ seconded the nomination.

Mr./Ms. \_\_\_\_\_ moved the nominations closed.

Mr./Ms. \_\_\_\_\_ seconded the motion.

**THE SECRETARY TURNS THE MEETING OVER TO THE NEWLY ELECTED CHAIRMAN.**

**VICE CHAIRMAN:**

Mr./Ms. \_\_\_\_\_ nominated Mr./Ms. \_\_\_\_\_

Mr./Ms. \_\_\_\_\_ seconded the nomination.

Mr./Ms. \_\_\_\_\_ moved the nominations closed.

Mr./Ms. \_\_\_\_\_ seconded the motion.

**TREASURER:**

Mr./Ms. \_\_\_\_\_ nominated Mr./Ms. \_\_\_\_\_

Mr./Ms. \_\_\_\_\_ seconded the nomination.

Mr./Ms. \_\_\_\_\_ moved the nominations closed.

Mr./Ms. \_\_\_\_\_ seconded the motion.

**SECRETARY:**

Mr./Ms. \_\_\_\_\_ nominated Mr./Ms. \_\_\_\_\_

Mr./Ms. \_\_\_\_\_ seconded the nomination.

Mr./Ms. \_\_\_\_\_ moved the nominations closed.

Mr./Ms. \_\_\_\_\_ seconded the motion.

**CHAIRMAN DECLARES ALL NOMINATIONS CLOSED.**

**APPOINTMENT OF LEGAL NEWSPAPER**

Motion by Mr./Ms. \_\_\_\_\_ that the \_\_\_\_\_ and the \_\_\_\_\_ (alternate) be appointed as the legal newspapers. Mr./Ms. \_\_\_\_\_ seconded the motion.

**APPOINTMENT OF PHYSICIAN**

Motion by Mr./Ms. \_\_\_\_\_ that \_\_\_\_\_ be appointed as physician. Mr./Ms. \_\_\_\_\_ seconded the motion.

**PROFESSIONAL APPOINTMENTS ARE MADE PURSUANT TO A FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A. 19:44A-20.4 et seq.**

**APPOINTMENT OF SOLICITOR**

Mr./Ms. \_\_\_\_\_ moved that the firm of \_\_\_\_\_ be appointed as Solicitor.

Mr./Ms. \_\_\_\_\_ seconded the motion.

**APPOINTMENT OF CONSULTING ENGINEERING FIRM**

Mr./Ms. \_\_\_\_\_ moved that the firm of \_\_\_\_\_ be appointed as Consulting Engineers.

Mr./Ms. \_\_\_\_\_ seconded the motion.

**APPOINTMENT OF AUDITOR**

Mr./Ms. \_\_\_\_\_ moved that the firm of \_\_\_\_\_ be appointed as Auditor.

Mr./Ms. \_\_\_\_\_ seconded the motion.

**APPOINTMENT OF BOND COUNSEL**

Mr./Ms. \_\_\_\_\_ moved that \_\_\_\_\_ be appointed as Bond Counsel.

Mr./Ms. \_\_\_\_\_ seconded the motion.

**ADOPTION OF RESOLUTIONS:**

Mr./Ms. \_\_\_\_\_ moved and Mr./Ms. \_\_\_\_\_ seconded the motion for the adoption of Resolution 2020/2021-1, Appointment of Professionals.

Mr./Ms. \_\_\_\_\_ moved and Mr./Ms. \_\_\_\_\_ seconded the motion for the adoption of Resolution 2020/2021-2, Annual Notice of Meetings.

Mr./Ms. \_\_\_\_\_ moved and Mr./Ms. \_\_\_\_\_ seconded the motion for the adoption of Resolution 2019/2020-3, Staff Designations.

Mr./Ms. \_\_\_\_\_ moved and Mr./Ms. \_\_\_\_\_ seconded the motion for the adoption of Resolution 2020/2021-4, Designating Certain Banking Institutions and Depositories for Authority's Funds.

Mr./Ms. \_\_\_\_\_ moved and Mr./Ms. \_\_\_\_\_ seconded the motion for the adoption of Resolution 2020/2021-5, Chairman's Signature Authorization.

**APPOINTMENTS BY CHAIRMAN:**

Mr./Ms. \_\_\_\_\_ Director of Finance & Budget

Mr./Ms. \_\_\_\_\_ Director of Operations

Mr./Ms. \_\_\_\_\_ Director of Construction

Mr./Ms. \_\_\_\_\_ Director of Personnel

Mr./Ms. \_\_\_\_\_ Director of Administration

Mr./Ms. \_\_\_\_\_ JIF Fund Commissioner

**NEW BUSINESS**

**DIRECTOR OF CONSTRUCTION**

1. Engineer's Status Report
2. Resolution 2020/2021-10, Award of Bid, Manor Road Pumping Station Upgrade

**DIRECTOR OF ADMINISTRATION****DIRECTOR OF OPERATIONS**

1. Superintendent of Operations Report - Kevin Kramer
2. Resolution 2020/2021-9, Extension of Annual Generator Maintenance Contract

**DIRECTOR OF PERSONNEL**

1. Resolution 2020/2021-7, Adopting Personnel Policies and Procedures Manual Updated to April 2018
2. Resolution 2020/2021-8, Controlled Substances and Alcohol Use and Testing Policies for Employees having a Commercial Driver's License (CDL)
3. Cyber Training: Physical and Cybersecurity for Critical Infrastructure Course hosted by NJCCIC

**DIRECTOR OF BUDGET & FINANCE**

1. Treasurer's Report & Trial Balance
2. Operating & Payroll Expenses \$ 210,247.76
3. Renewal & Replacement \$ 23,580.00
4. Resolution 2020/2021-6, Quarterly Withdrawal

Any other matters to be presented by the Authority Board Members not listed on the Agenda.

**Next scheduled meeting - March 9, 2020 at 6:30 PM**