

Minutes - April 9, 2018

The regular meeting of the Cinnaminson Sewerage Authority was held on April 9, 2018 in the conference room located within the Cinnaminson Municipal Building and commenced at 6:40 PM.

Chairman, Mr. Richard Strobel, read the following:

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 2018 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.

On roll call those present were Board Members: Richard Strobel, Peter Galosi, Frank Szymkowski and Thomas Kollar. Robert O'Connor arrived at 7:10 PM. Also in attendance were Cynthia Doerr, Administrator, Wayne D. Simpson, Authority Engineer, Bradford Smith, Authority Solicitor and Superintendent of Operations Kevin Kramer.

Authority employees Matthew Naisby and Charles Staub were in public attendance.

PUBLIC COMMENT

Mr. Strobel opened the meeting to the public for comment and hearing none, moved to Old Business.

OLD BUSINESS

Mr. Strobel asked the Board to address the regular and executive session minutes of March 12, 2018.

Motion: Made by Mr. Szymkowski and seconded by Mr. Galosi to approve the regular and executive session minutes of March 12, 2018 as submitted.

Discussion: Mr. Brad Smith confirmed that he had some comments and recommended corrections to the regular session minutes. He noted that Vice Chairman, Mr. Robert O'Connor had opened the meeting and suggested that on page 13 above the Open Public Meetings Act, it be added to read: "Vice Chairman, Mr. Robert O'Connor, opened the meeting and read the following:". Also on page 13 under Public Comment, Mr. Smith suggested the sentence end with "...after the Engineer's Report." On page 14, in the first sentence in the third paragraph, Mr. Smith noted the word "to" should be inserted after the word "over". Lastly on page 17, he suggested the last sentence in the fourth paragraph, should read, "Mr. Simpson said there were two other contractors who picked up bids but did not submit them."

Amended Motion: Made by Mr. Szymkowski and seconded by Mr. Galosi to adopt the regular session minutes of March 12, 2018 with the corrections as noted by Authority Solicitor and to adopt the executive session minutes of March 12, 2018 as submitted. Vote: Mr. Kollar abstained, all others aye.

NEW BUSINESS

DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI

Mr. Szymkowski asked Mr. Simpson to review his report.

Engineer's Status Report - Wayne D. Simpson

Mr. Simpson:

M-080-130 Plant Improvements

Work continues on the Influent Pump Station which is additional work beyond the original contract and also to fine tune the SCADA system.

M-080-141 Taylors Lane Sewer Extension

We have authorization from DEP to award the construction contract for the paving. We will have a pre-construction meeting with the State and the contractor later this month. I need to coordinate with PSE&G to see when they will be finished with their main replacement and service lines replacements. I will wait for a month or so before allowing the paving to be replaced.

M-080-142 Treatment Plant Roof Replacements

We have a recommended award to the low bidder. We had a good bid on this project.

Mr. Simpson continued with his report:

We have some bond issues that will be addressed through the resolutions.

M-081-124 Wawa (Taylors Lane)

They still have not installed the laterals as per the standard detail for the Authority. They didn't bring a lateral past the sidewalk. We are still waiting for them to complete that and then they have to test. After that, homeowners and businesses can hook up to that portion of the line from Surrey Lane to the Wawa.

Mr. Simpson said he had nothing further to report but noted there were resolutions for Award of Bids.

Mr. Strobel commented that he recently saw that there is a newer law dealing with Performance Guarantees and he asked if Mr. Simpson was aware of it and what the Authority would need to do differently. Mr. Simpson stated that one of the major things that the Authority has to do differently is that it can no longer require a bond for improvements on private property. He stated that there used to be an amount in the bond estimate for the service lateral to the curb but the Authority can't do that anymore. He confirmed that there is not much else that would affect the Authority. He said unless someone is building a condominium development and everything internal is going to be private. He said then the sewer lines would be private work and couldn't be bonded. He said the connection to the Authority's existing system can be bonded and anything out in the public right of way can be bonded. Mr. Simpson said the other issue the Authority could have is that if the escrow account runs dry, the engineer isn't able to issue a letter saying that they can no longer inspect the project until the escrow account is replenished. He stated that he must call the Authority Administrator and have her tell the developer to replenish the escrow.

Cindy Doerr stated that she is currently having an issue with Taylors Lane not replenishing escrow or returning her calls. Mr. Simpson reported that he is working with Mr. John Marshall on the project and Mr. Marshall has stated that he will not issue any more permits until such time as they finish the work as the Authority requires. Mr. Simpson said he will also talk to John Marshall about the escrow account. There was some further discussion.

Mr. Strobel presented Resolution 2018/2019-17, Authorizing Substituted Performance Guarantee for Siena Active Adult Community Project and confirmed with Mr. Simpson that he recommended its adoption. Mr. Simpson stated that it was related to the change in ownership of the Siena project and said the bond would be the same as it was before with a different issuer.

Motion: Made by Mr. Szymkowski and seconded by Mr. Galosi to adopt Resolution 2018/2019-17. Vote: All ayes

Mr. Strobel presented Resolution 2018/2019-18, Releasing Performance Guarantee of Bajwa Enterprises, L.L.C. and confirmed with Mr. Simpson his recommendation of approval. Mr. Simpson confirmed it is a release of performance bond contingent on posting of a maintenance bond.

Motion: Made by Mr. Szymkowski and seconded by Mr. Kollar to adopt Resolution 2018/2019-18. Vote: All ayes

Mr. Strobel presented Resolution 2018/2019-20, Amendment to Wastewater Treatment Plant Upgrade Contract, Change Order No. 2. Mr. Simpson reported that there are two components to the change order. He said one is some additional electrical work related to the polymer system, the returned activated sludge pumps and flow meters at the Plant. He said at the Influent Pump Station, there are some concrete repairs and coatings for the wet well which were put under this contract under the loan.

Motion: Made by Mr. Szymkowski and seconded by Mr. Galosi to adopt Resolution 2018/2019-20. Vote: All ayes

Mr. Strobel noted there were three bid awards and presented Resolution 2018/2019-22, Award of Bid, Service Building Roof Replacement. Mr. Simpson stated the bid is under the engineer's estimate of \$150,000.00 at \$134,600.00. He noted that JDS General Contracting did a roof for a school for one of his clients and they were pleased with their work. He said they are a qualified contractor.

Motion: Made by Mr. Szymkowski and seconded by Mr. Kollar to adopt Resolution 2018/2019-22. Vote: All ayes

Mr. Strobel presented Resolution 2018/2019-23, Award of Bid, Removal, Transportation and Disposal of Liquid Sewerage Sludge. Mr. Simpson confirmed that a much smaller quantity was bid and stated the idea is to have someone on call in the case it is needed. He explained that because it is a smaller quantity, the unit price went up by about 40%. Mr. Brad Smith said that in reading the minutes, it said that Mr. Simpson had indicated that it is on an "if and where directed basis" so he changed the resolution today and added that in. Cindy Doerr passed out copies of the updated resolution. Mr. Kollar confirmed with Mr. Kramer that there may have been one or two tankers of liquid sludge in the past four or five months. Mr. Smith noted that the change was the last line on the first page of the resolution and Mr. Strobel read it aloud.

Motion: Made by Mr. Szymkowski and seconded by Mr. Galosi to adopt Resolution 2018/2019-23. Vote: All ayes.

Mr. Strobel presented Resolution 2018/2019-24, Award of Bid, Laboratory Services. Mr. Simpson reported that QC Laboratories is dropping out of the Municipal market. He said they did not pick up specifications. He said they were taken over by a larger lab (Eurofins) and service and reliability were declining. He reported that Alaimo sent out four notices to labs that they thought would be interested including EMSL, in town, who chose not to pick up the specifications. The only one to pick up the specifications was Garden State Labs. He said they have performed well for one of his clients and are a good lab, but have higher prices. He reported that for the testing which remains unchanged from last year's contract to this year's contract, the average unit price increase is 63%. He said there are more tests to run because of DRBC so the lab services for Contract 2A has doubled and Contract 2B (toxicity testing program) has increased 15% over last year. There was some further discussion.

Motion: Made by Mr. Szymkowski and seconded by Mr. Galosi to adopt Resolution 2018/2019-24. Vote: All ayes

DIRECTOR OF ADMINISTRATION - PETER GALOSI

Mr. Strobel confirmed with Mr. Galosi that he had nothing for discussion. Mr. Strobel indicated Resolution 2018/2019-21, Authorizing Purchase of Proprietary Computer Services and Software, and noted that it memorialized the Board's decision to approve a proposal from Edmunds. Mr. Brad Smith indicated that he had updated the resolution today to indicate that the motion to approve the proposal was made at the February meeting.

Motion: Made by Mr. Galosi and seconded by Mr. Szymkowski to adopt Resolution 2018/2019-21. Vote: All ayes

Mr. Robert O'Connor arrived at the meeting.

Cindy Doerr said she had an item for discussion. She wanted the Board to know that former Commissioner David Stahl's son had recently passed away. Cindy mentioned the possibility of sending something to his home and said the funeral arrangements are still forthcoming. There was a brief discussion.

DIRECTOR OF OPERATIONS - ROBERT O'CONNOR

Mr. O'Connor asked Superintendent Kevin Kramer to review his report.

Superintendent of Operations Report - Kevin Kramer

Mr. Kramer confirmed that there had been no permit violations since the last meeting and said the Plant is running well with no issues.

He confirmed that the newly hired employees started last Monday. He reported that the new employees seem very interested in learning the process at the Plant.

He reported that the Preventive Maintenance Program will begin next Monday with employees going out three days per week. He said he divided the town into quadrants and hopes to complete two to three quarters of the town within a year, pending the weather. He said there will be a rotation of employees performing the work with Mr. John Kenkellen.

Mr. Kramer stated that the annual safety training had begun. He confirmed that Mr. Harry Smith of Certified Health and Safety Services, LLC provides the safety training and said Fire Safety, Evacuation and Evacuation Plan training took place on March 22, 2018.

Mr. Kramer reported that two new Drager gas detectors were recently purchased and are used for confined space entry at Fairfax Pumping Station. He said they go into the wet well there every day. He added that the detectors are the same models as used by the Cinnaminson Fire Department who will calibrate them for the Authority for free. He confirmed that the Authority previously paid for calibration which is recommended to be performed twice per year.

Mr. Kramer stated that the Influent Pump Station is currently being worked on. He said they started to sand blast the wet well walls today and he believes they will be starting to repair the concrete and then epoxy later in the week. He said the goal is to have the station back online sometime next week. Mr. Kramer confirmed he had nothing further for discussion.

Mr. O'Connor stated there is a proposed resolution and he confirmed with Mr. Kramer that the rental would equipment would be returned as soon as the Influent Pump Station work is completed and it is put back online.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2018/2019-19, Emergency Purchase, which covers the rental equipment for influent bypass system.

Discussion: Mr. Simpson wanted to add that there is a manhole before the wet well. He said that while this work has been going on, it was discovered that the manhole needs work also. Mr. Simpson stated that the work can't be done right now under this contract (would need the bypass pumps for much longer) but said that in the summer when flows are lower, the work should be done. He said it might need to be a contract that is bid because he has an estimate of about \$25,000.00 to rehabilitate that manhole. He said he will keep the Board informed regarding the matter.

Vote: All ayes

Hearing no further matters for Operations, Mr. Strobel moved to Personnel.

DIRECTOR OF PERSONNEL - RICHARD STROBEL

Mr. Strobel indicated Resolution 2018/2019-16, Risk Management Consultant. He stated that it is an item which has been already addressed by the Authority's Fair and Open Contract Process. He said it is the model that is requested for adoption by the Joint Insurance Fund (JIF).

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2018/2019-16. Vote: All ayes

TREASURER - THOMAS KOLLAR

Mr. Kollar indicated the Treasurer's report and Trial Balance stating that at two months or 16% into the fiscal year, total revenues are 11% versus 14% last year. On the expense side, he stated that total expenses are at 16.6%.

Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to approve the Treasurer's Report and Trial Balance as submitted. Vote: All ayes

Mr. Kollar submitted a list of Operating Invoices & Payroll Expenses totaling \$182,593.17 and certified that funds are available.

Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to approve payment of Operating Invoices and Payroll Expenses as submitted. Vote: All ayes

Mr. Kollar submitted one requisition for Renewal & Replacement totaling \$2,950.00 and certified that funds are available.

#18-711 Booth Mechanical, Inc.	\$ 2,950.00
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Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to approve payment of the Renewal & Replacement requisition as submitted. Vote: All ayes

Mr. Strobel submitted two requisitions for the NJ Environmental Infrastructure Trust Fund totaling \$139,724.51 and certified that funds are currently available for the first requisition as confirmed by Administrator Cynthia Doerr.

#18-709 Quad Construction	\$ 76,257.95
#18-710 Quad Construction .	\$ 63,466.56

Motion: Made by Mr. Kollar and seconded by Mr. O'Connor to approve payment of the first NJEIT Fund requisition and the second when funds become available. Vote: All ayes

Mr. Strobel asked if there were any further matters for discussion.

Mr. Brad Smith stated that he had an item for executive session.

Hearing no other matters for discussion, Mr. Strobel entertained a motion to adopt a resolution to enter into an executive session, results to be disclosed when no longer prejudicial to the interests of the Authority.

Motion: Moved by Mr. O'Connor and seconded by Mr. Szymkowski. Vote: All ayes Time: 7:25 PM

Motion: Made by Mr. O'Connor and seconded by Mr. Kollar to return to open session at 7:30 PM. Vote: All ayes

The meeting was adjourned.

Next scheduled meeting - Monday, May 14, 2018 at 6:30 PM