

Minutes - April 8, 2019

The regular meeting of the Cinnaminson Sewerage Authority was held on April 8, 2019 in the conference room located within the Cinnaminson Municipal Building and commenced at 6:30 PM.

Mr. 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 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.

On roll call those present were Board Members: John Conville, Richard Strobel and Frank Szymkowski. Mr. Robert O'Connor and Mr. Thomas Kollar were absent. Also in attendance were Cynthia Doerr, Administrator, Wayne D. Simpson, Authority Engineer, Bradford Smith, Authority Solicitor and Superintendent of Operations Kevin Kramer.

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

PUBLIC COMMENT

Mr. Strobel opened the meeting to the public and hearing no comment, moved to Old Business.

OLD BUSINESS

Mr. Strobel asked the Board to address the regular session minutes of March 11, 2019.

Motion: Made by Mr. Szymkowski and seconded by Mr. Conville to adopt the regular session minutes of the March 11, 2019 meeting as submitted.

Discussion: Mr. Strobel asked Solicitor Brad Smith if he had any comments. Mr. Smith said he had some suggested changes. On page 15, Mr. Smith stated that the last sentence in the fourth paragraph was based on speculation and served no purpose. He suggested it be removed. On page 16, the word "reading" should be added after the word "default" in the first full sentence on the page so that it reads, "Mr. Strobel stated that his understanding was that the default reading was once a year and only upon request is it twice a year." On page 17, in the fourth paragraph in sentence twelve, Mr. Smith indicated the word "for" should be removed.

Amended Motion: Made by Mr. Szymkowski and seconded by Mr. Conville to adopt the regular session minutes of March 11, 2019 with the recommended changes noted by Authority Solicitor. **Vote:** All ayes.

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: The only thing I have to report on that is not a bid is our Flow Study (M-080-146). The meters were put in place in the beginning of March and, of course, the rain has stopped. A big rain event would be helpful to see how the flows respond but I will be getting some interim data soon and we will see how it looks.

Mr. Strobel said that he understands there is an issue regarding flow of curious products that will be discussed under the Superintendent's Report but said that infiltration is being looked at with the flow study and this will hopefully help pinpoint, minimize and reduce it.

Mr. Simpson:

M-080-144 Central Pump Station Generator Replacement
We had one construction bid.

Mr. Strobel indicated that there was a letter from Mr. Simpson's office dated April 2, 2019 and a draft resolution, Resolution 2019/2020-9, prepared by Authority Solicitor which would implement Mr. Simpson's recommendation. Mr. Strobel stated that there was only one bidder and asked Mr. Simpson about pricing.

Mr. Simpson stated that the price came in at \$70.00 less than his engineer's estimate. He also indicated that there are items in the bid that hopefully will not need to be used. He stated these would be

items required for remediation of any leakage from the underground storage tank. Mr. Strobel confirmed with Mr. Simpson that the price is satisfactory and the bidder is responsible. He asked about the time frame. Mr. Simpson said there will be a preconstruction meeting within two weeks of getting back the signed contracts and he will have a better idea then, depending on the lead time for manufacturing of the generator.

Motion: Made by Mr. Szymkowski and seconded by Mr. Conville to adopt Resolution 2019/2020-9 to award the bid for the Central Pump Station Generator Replacement to Municipal Maintenance Co. in the amount of \$299,930.00. **Vote:** All ayes

Mr. Szymkowski confirmed there was nothing further for Construction and Mr. Strobel moved to Administration.

DIRECTOR OF ADMINISTRATION - JOHN CONVILLE

Mr. Conville asked Administrator Cindy Doerr for an update. Cindy reported that she has scheduled a second training session on the new Edmunds program for she and Amy to begin on April 24. She briefly discussed frustration with finding an individual at Edmunds able to provide assistance with both utilities accounts and finance and the interface of them. She also discussed issues with the lack of instruction regarding monthly closing procedures and problems with getting the user charges to interface with the ledger. She reported that Authority Auditor Mike Holt had helped her work with Edmunds to resolve those issues. Cindy stated she believes Edmunds did not provide sufficient training in that area and that is why she has scheduled the second session.

Mr. Strobel encouraged Cindy to continue to hold Edmunds accountable to provide proper training as was included in the cost of the program. Cindy also mentioned that she didn't feel Edmunds was as fully prepared with the accounts as they should have been and said they are finding things that were not properly coded or set up properly. Cindy confirmed that things seem to have transferred over properly on the finance side but there are still some issues on the utilities side. Mr. Conville asked about whether there was an implementation consultant or project manager that Cindy was dealing with and there was some further discussion. Cindy confirmed that she described the problems in detail to Edmunds in an email and asked them to send someone for the training who would be familiar with and could help with the issues on both sides. She said there is a new person coming out for this training. Amy Williams, who was present at the meeting, confirmed that Edmunds had all the Authority account information for a long time but said she still found herself having to enter codes like a programmer while she was trying to get out the December billing which went out late. Amy confirmed that many codes were missing which

should have been entered by Edmunds and said it put her behind in her work. She indicated she could use a helping hand to get caught up but said online payments are helping a little bit.

Mr. Strobel confirmed with Cindy and Amy that the December bills went out about eight days late, on December 18, and that ratepayers were given an extra 10 days to pay their bill.

Cindy Doerr stated that she believes that once everything is set up properly and everything is running, things will go smoothly. She said she has heard many good things about the program from many other municipalities but thinks the set up and training are key. She said it was unfortunate that neither went better. Mr. Conville asked if Cindy knew who did the set up of the applications in the background and Cindy confirmed that she was not given specific information about which employee programmed the information. Mr. Conville also confirmed with Cindy that Authority Auditor Mike Holt had been involved in the implementation and Cindy said that Mr. Holt had checked each of the accounts to make sure everything was coming over from the old system to the new system. Cindy confirmed that the fiscal year had not yet been completed and said the old system was closed out on November 30. Cindy also confirmed that at the current moment, the two modules are interfacing properly but stated there are still some quirks and she feels they need more discussion and training on the system.

Mr. Conville confirmed there were no other matters for discussion under Administration.

DIRECTOR OF OPERATIONS - ROBERT O'CONNOR

Mr. Strobel asked Superintendent Kevin Kramer to review his report.

Superintendent of Operations Report - Kevin Kramer

Operations: Mr. Kramer reported that since the beginning of March, they noticed some minor differences in the system. He noted that sometimes discharges come in to the system and are out of the system within a couple days so it is best not to overreact. He said they noticed that the final settling tank was turning a cloudy yellow color and the discharge did not seem to be working its way through the system. He reported that through consultation with Mr. Bill Smith, they came to believe that a pollutant got into the system. He said they immediately began reinspecting industrial users. He stated that Mr. Kenkellen pulled the manhole where Mercer Car Wash discharges to, prior to when they open and he noticed a discharge coming from their system. Kevin reported that they are currently still doing some investigative work at the manhole and noted that samples have been taken and were sent out to the lab. Meanwhile, he confirmed that they

are continuing to reinspect industrial users and seeing what kind of chemicals they have on premise and reviewing their disposal practices.

Mr. Strobel asked if there was a specific pollutant that has risen above an allowable level. Mr. Kramer confirmed that the Authority tests for nine different pollutants for machine shops, etc. and four different pollutants for restaurants but said that a user could be discharging a pollutant for which it is not currently being tested. Mr. Kramer confirmed that he rented some 24-hr. composite samplers which he will be putting into three different manholes which will split the industrial side behind Walmart. He said they will have them test over a 24-hr. period, do some basic tests at the Plant and also send out some to the lab for further testing. Mr. Kramer confirmed that the pollutant did cause a violation in the weekly parameter of Effluent BOD. Mr. Kramer reported that he contacted the DEP regarding the non-emergency discharge and was in contact with the Authority's DEP Enforcement Officer, Dave Stewart, who is aware of what is being done to try to remedy the situation.

Mr. Strobel asked how many business were part of the discharge monitoring program and Mr. Kramer confirmed there are about 70 with about 35-36 users that are more on the industrial side versus the restaurant side. Mr. Kramer also confirmed that a report has been prepared, with the assistance of Mr. Bill Smith, to send to DEP which details what transpired and what was done in response, from the beginning to the end. Mr. Kramer also mentioned that through Mr. Simpson's contact, Evesham MUA has been very helpful to the Authority, bringing about 24,000 gallons of microorganisms which were transplanted to the aeration tanks and have helped replenish the microorganisms in the system. Mr. Strobel thanked Mr. Simpson for his help and asked him to thank Evesham for their help. Mr. Kramer suggested that in conjunction with Mr. Simpson, a letter be drafted to industrial users regarding harmful chemicals and proper disposal practices. There was a brief discussion regarding the Authority's previous issue with radioactive discharge.

Safety: Kevin reported that on April 2, there was Confined Space Awareness and Operations Training and added that there will be more hands-on training in June with the Fire Department.

Projects: Mr. Kramer reported that the County had contacted him a couple month's ago regarding work they will be doing on Branch Pike and Authority manholes present in the area. He stated that two manholes required raising. He reported that three companies were contacted for quotes, Macrose, Tom Lee Excavating and Booth Mechanical, with only one quote received in response from Booth Mechanical for \$11,870.00. He confirmed that the work has been completed.

Mr. Kramer said he had nothing further to report. Mr. Strobel said there were three awards of bids and indicated Resolution 2019/2020-8, Award of Bid, Emergency Sewer Repair Service. He stated it is an annual bid to improve ability to get a responsible contractor out on a timely basis for emergencies at a reasonable price. He noted that the amount that is listed is not necessarily spent; it is as-needed to get the bid price. Mr. Strobel confirmed that Mr. Simpson's letter of April 1, 2019, recommends award of bid to Booth Mechanical. Mr. Simpson stated that although there was only one bidder, the bid was for the same price as last year so there is no price increase.

Motion: Made by Mr. Szymkowski and seconded by Mr. Conville to adopt Resolution 2019/2020-8, Award of Bid, Emergency Sewer Repair Service. **Vote:** All ayes

Mr. Strobel indicated Resolution 2019/2020-10, Award of Bid, Removal, Disposal and Transportation of Liquid Sludge. He confirmed with Mr. Simpson that the current provider is Franc Environmental who also bid on the new contract. Mr. Simpson stated that the low bidder, McGovern Environmental hauls sludge from Riverton and some other local facilities around the area. Mr. Simpson confirmed that the contract is on an as-needed basis. Mr. Strobel asked about how often the service was needed and Mr. Kenkellen stated it will likely be needed less than five times per year. Mr. Simpson confirmed that the new rate is approximately 24% lower than the previous one.

Motion: Made by Mr. Szymkowski and seconded by Mr. Conville to adopt Resolution 2019/2020-10, Award of Bid, Removal, Disposal and Transportation of Liquid Sludge. **Vote:** All ayes

Mr. Strobel indicated Resolution 2019/2020-11, Award of Bid, Laboratory Services and stated there were three bidders with the current provider being Garden State Labs who also bid again. Mr. Simpson explained that this is actually two contracts in one. He said the basic chemical analysis is Contract 4A for liquid samples, liquid sludge samples, dewatered sludge samples, DRBC testing; all standard chemical tests. He noted that Contract 4B is for the bioassay test where they do a toxicity analysis on the waste water, using live organisms to test for toxicity. He said the contracts were separated out a few years ago because there were some bidders who did not want to bid on the bioassay. There was a brief discussion regarding the bid tabulation fax which had not gone through properly and Mr. Simpson provided a complete copy for the Commissioners' review. Mr. Simpson briefly reviewed the bids noting that Eurofins did not bid on Contract 4B while Garden State Labs held their price from last year on Contract 4B but increased their pricing for the chemical tests. Mr. Simpson said the Authority will see a 34% savings on the chemical tests with ALS Global's low bid on

Contract 4A, which brings the price back down to where it was about two years ago. There was some further discussion regarding the unit prices and total bid price. He stated that Garden State Labs was the low bidder for Contract 4B. Mr. Strobel thanked Mr. Simpson for his previous recommendation to split the bid into two contracts which saves the Authority money.

Motion: Made by Mr. Szymkowski and seconded by Mr. Conville to adopt Resolution 2019/2020-11, Award of Bid, Laboratory Services. Vote: All ayes

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

DIRECTOR OF PERSONNEL - RICHARD STROBEL

Mr. Strobel reported that he had received an email today from Mr. Christopher Leta of the EPA, Office of Inspector General in Edison, NJ. Mr. Strobel confirmed with Cindy that she did not recall receiving any messages from him as Mr. Leta indicated he had tried to contact both Cindy and Mr. Kollar via email. Mr. Strobel read aloud Mr. Leta's email which related to "meet and greets" and fraud awareness briefings for federal, state and local government and contract personnel involved with management of EPA Funds, including funds provided through New Jersey's state revolving fund program. Mr. Leta requested a meeting with someone involved with the contracting process to introduce himself and discuss his office's mission. He indicated it would be a short, informal meeting which would include fraud indicators to watch for throughout the contracting process. Mr. Strobel confirmed that he responded to Mr. Leta and let him know that someone would follow up, and he asked Cindy Doerr to set up a meeting. Mr. Strobel asked Mr. Simpson if he was aware of such a request for meetings with his other clients and Mr. Simpson said he was not aware of any but would look into it.

Mr. Strobel reported that there had been an exchange of email correspondence that took place after the last meeting between himself, Mr. O'Connor and Mr. Kramer regarding the Authority losing one of its employees. Mr. Kramer confirmed that Mr. Trammell, a recent new hire, had resigned and worked his last day on March 29. Mr. Strobel confirmed that he had directed Cindy Doerr to put out an advertisement for employment which Cindy confirmed had been done. Mr. Strobel confirmed that he had posted a solicitation for employment on Cinnaminson Patch Job Postings and a number of Face book Pages including Cinnaminson Strong! A Friendly page for community awareness, Cinnaminson Straight Talk, Cinnaminson Friends & Neighbors, RiverTowns' People and You Know You're From Cinnaminson When, among others. He confirmed with Cindy Doerr that approximately 40-50 applications had been received. Mr. Strobel suggested that he, Mr.

Kramer and Cindy Doerr screen the applications separately and give their recommendations for ten applicants and he asked Cindy to scan the applications and email them. Mr. Strobel asked about the source of the most applications and Cindy Doerr said many were from Zip Recruiter which is through the Burlington County Times. She said however, that many of those applicants seem to be from further distances. She said there were about 4 or 5 who came to the office for applications and there were some applicantions sent via individual emails.

Mr. Strobel stated that as the JIF Fund Commissioner, he attends an annual educational seminar. He said anyone else interested may attend and noted that he had the information posted to the document site. Lastly, he stated he had a personnel item for executive session.

TREASURER - THOMAS KOLLAR

Mr. Kollar was absent. Mr. Strobel indicated the Treasurer's report and Trial Balance. He said it is 2 months or 16.67% through the fiscal year. He noted that User Charges were a bit low but said it was too early for concern. He said on the expense side, he noticed that the Retirement line item is at 98% of budget and confirmed with Cindy Doerr that it is paid upfront for the year. Cindy said it is paid annually on April 1. He asked Cindy if she had anything to add and Cindy stated that the Authority is running at about 10% of the operating budget and at about 10% of the revenue so she feels as though things are on track.

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

Mr. Strobel submitted a list of Operating Invoices & Payroll Expenses totaling \$173,110.23 and certified that funds are available.

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

Mr. Strobel submitted three invoices for Builder's Escrow totaling \$1,821.74 and certified that funds are available.

#108792 Enser	\$ 1,636.74
#107272 Aulicino Subdivision	\$ 92.50
#108225 Aulicino Subdivision	\$ 92.50

Motion: Made by Mr. Szymkowski and seconded by Mr. Conville to approve payment of the Builder's Escrow invoices as submitted. Vote: All ayes

Mr. Strobel presented Resolution 2019/2020-7, Budget Appropriations, stating that the resolution would amend the previous fiscal year in order to increase the operating budget appropriations by the amount of the overage due to unforeseen expenses.

Motion: Made by Mr. Szymkowski and seconded by Mr. Conville to adopt Resolution 2019/2020-7, Budget Appropriations. Vote: All ayes

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

Mr. Brad Smith stated that he was asked to check with the consultant, Mr. Bob Chilton of Gable Associates, regarding the energy supply bid timing. He reported that he spoke with Mr. Chilton who confirmed that the markets are stable and suggested that Mr. Smith get back in touch with him in July.

Mr. Simpson updated the Board regarding last month's discussion about the Fire Company's connection on Taylors Lane. He reported that there was a meeting and the trench had been opened by the contractor. He stated that he was present, along with about five people from the Fire Company including their plumber, and the general contractor and the piping contractor were present from the Wawa company.

Mr. Simpson: There was some discussion about how this connection was made. The plumber admitted that he made the best connection he could; he was under pressure and it was 9:30 PM when he made the connection and he had to make it where it was. There was no discussion about going underneath, he just made the decision that it would flow over top and he would just drop the connection into the riser for the clean out and make that the drop connection. The Fire Company had expressed to me that it wasn't possible to make a connection lower; it was possible. The Fire Company had also expressed to me earlier that they were concerned that with this drop into a "T" that any material that got clogged on the bottom of the "T" would not be able to be cleaned out very easily. The contractor from Wawa reminded everybody that it is not just a standard "T" by it is a "TY" which allows you to jet or snake through it. At that point, the Fire Company asked their plumber if the contractor from Wawa was indicating that it was a good connection and the plumber said yes so that was the end of it.

Mr. Simpson said the connection was satisfactory; the plumber didn't need to go underneath although he wasn't prevented from going underneath. Mr. Simpson said it was a very wet trench and the plumber didn't have the right equipment to pump the water out and keep the trench dry. Mr. Strobel confirmed with Mr. Simpson that he didn't see anything adverse to the interests of the Authority by allowing the connection. Mr. Simpson stated it is the Fire Company's connection and they will have to clean it out. He said it is not the neatest connection but it can be cleaned out.

Mr. Simpson stated that Mr. Bill Smith has been asking for him to request an increase in annual fee on his behalf. Mr. Simpson stated that Mr. Bill Smith feels he is doing a lot more than he first anticipated. Mr. Simpson said he did try to get Bill Smith to put the request in writing but he has not yet. Mr. Simpson said that Mr. Bill Smith has really been invaluable, especially this past month. Mr. Simpson confirmed that Mr. Bill Smith's request is an increase from \$2,000/month to \$3,200/month. Mr. Simpson stated that he didn't expect the Board to act on the request tonight but he wanted to pass it along because Bill has been so helpful over the past month and in the fall and can be reached on weekends. Mr. Simpson said Mr. Bill Smith is an asset. Mr. Strobel stated that it would be helpful if Mr. Bill Smith or Alaimo put something in writing for formal consideration by the Board at the May meeting. Mr. Strobel asked Mr. Kramer for his opinion regarding Mr. Bill Smith's value and Mr. Kramer stated that Mr. Bill Smith's knowledge and experience are invaluable.

Hearing no further matters for discussion, Mr. Strobel entertained a motion to adopt a resolution to enter into an executive session to discuss personnel, results to be disclosed when no longer prejudicial to the interests of the Authority. **Motion was moved by Mr. Szymkowski and seconded by Mr. Conville. Vote: All ayes Time: 8:23 PM**

Motion: Made by Mr. Szymkowski and seconded by Mr. Conville to return to open session at 8: 35 PM. Vote: All ayes

The meeting was adjourned.

Next scheduled meeting - Monday, May 13, 2019 at 6:30 PM