

Minutes - April 20, 2020

The regular meeting of the Cinnaminson Sewerage Authority was held on April 20, 2020 via video conference due to the COVID-19 pandemic and commenced at 6:33 PM.

Mr. Strobel read into the record the legal notice (See (e) below and notice attached) regarding the meeting which was published in the Burlington Country Times and the Courier Post.

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.

(e) advertising of legal notice regarding this meeting due to the COVID-19 Pandemic; see full notice attached.

This statement shall be entered into the minutes.

Chairman Richard Strobel noted that the meeting was "history-making" as the first ever meeting of the Cinnaminson Sewerage Authority conducted entirely by electronic means. He stated that he appreciated the effort made by everyone in convening the meeting and keeping the Authority's important business moving forward.

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

There was one member of the public present who did not wish to be recognized.

PUBLIC COMMENT

Mr. Strobel opened the meeting to the public for comment. Hearing none, he confirmed with Administrator Kim Fitzpatrick, the meeting host, that she saw no members of the public, which he couldn't, who wished to be heard. He stated that he would open the meeting to the public again at a later time to be sure nothing was missed. He proceeded to Old Business.

OLD BUSINESS

Mr. Strobel asked the Board to address the regular session minutes of March 9, 2020.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt the regular session minutes of March 9, 2020 as submitted.

Discussion: Mr. O'Connor confirmed with Solicitor Brad Smith that there were no recommended corrections.

Chairman Richard Strobel asked Secretary Judy Devone to take a roll call vote. Recorded vote: Mr. Strobel-aye, Mr. Kollar-aye, Mr. O'Connor-aye, Mr. Szymkowski-aye; Mr. Conville- abstained

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-080-147 Manor Road Pumping Station

This project was awarded to Municipal Maintenance. The preconstruction meeting is on hold until the health restrictions are rescinded and we can have our meeting in person.

M-081-139 Lidl Grocery Store

We have not received a return of our comments on the engineer's plans. Once we receive those, we will have a letter of recommendation to follow.

Mr. Szymkowski thanked Mr. Simpson. Mr. Strobel stated there was a full status report from Mr. Simpson dated April 9, 2020. Mr. Strobel asked if bids were taken for the Huber Replacement Parts. Mr. Simpson stated that the bid was postponed due to the COVID-19 precautions. He reported that there has been notification sent out recently on how to conduct bids in this atmosphere and said it might be possible to have those bids taken under the new protocol. He suggested that he work

with Administrator Kim Fitzpatrick on it. Mr. Strobel recommended that Mr. Simpson decide the best way to proceed based on timing, whether he feels it is best to wait or try to proceed through alternate means. Mr. Simpson stated he would check on the lead time for parts as he knows that Mr. Kramer wants to install the parts in the summer when flows are low. Mr. Simpson said he will try to coordinate the bid and lead times with that in mind.

Mr. Strobel asked if there were any other questions for Mr. Simpson. Mr. O'Connor acknowledged that Mr. Simpson mentioned waiting for a response to comments on the Lidl Grocery Store and asked if there were any major issues. Mr. Simpson confirmed that his comments related to changing details to match the Authority's details and said there were no serious issues.

Hearing nothing further for Construction, Mr. Strobel moved to Administration.

DIRECTOR OF ADMINISTRATION - JOHN CONVILLE

Mr. Conville asked Kim Fitzpatrick to provide an update on Administration. Kim confirmed that she and Amy are working on a modified schedule. She reported that she works mostly from home and is able to keep up on phone calls, voice mails and emails. She reported that Amy has been in the office doing billing. She confirmed that the April billing went out but was mailed slightly late. She stated that receipt of paper used for billing was delayed due to COVID-19. Kim requested that the Board consider extending interest time for the April billing since it went out late. In addition, Kim indicated a proposed resolution, 2020/2021-17, Refund of Revenue to Estate of Lee D. Napier. She reported that when the software was switched over in 2018, an ACH direct debit was reactivated on an account which no longer belonged to that person. She said that unfortunately, the executor of the estate did not notice the quarterly charges until last month. She said it was brought to her attention and she is issuing a refund. She confirmed that the payments were removed from the account and the current account owner has been issued bills and an explanation of the situation.

Mr. Strobel confirmed that Kim was recommending an extension of the payment due date which would normally be April 30, 2020. He confirmed with Kim that the billing was mailed on April 14th. Mr. O'Connor confirmed with Kim that bills usually get mailed on the 10th or 11th of the month. Kim explained that she and Amy have to wait each month for receipt of the meter readings provided by NJ American Water. Mr. Strobel asked Kim for her recommendation regarding the extension and she suggested one week as reasonable. Mr. Strobel stated that people have options in which to pay such as by check through the mail, online through credit or debit, and he said some are enrolled for automatic electronic payments. He confirmed with Kim that people can pay by

drop box. He noted that some customers like to pay in person and are not able to do so. Mr. O'Connor stated that he felt a week extension was not enough under the circumstances. He said he understands that it is not an exact comparison, but he referred to Governor Murphy's Executive Order No. 123 regarding emergency grace periods for items such as insurance premiums, life insurance premiums, healthcare premiums, etc. Mr. O'Connor said the Governor has issued grace periods of anywhere between 60-90 days and suggested the Authority allow a 30-day extension. Mr. Szymkowski stated that he felt 30 days was too long and suggested 14 days. Mr. O'Connor stated he felt the Board should take into consideration that many residents may now be unemployed and may not have received unemployment to date. Kim Fitzpatrick reported that there was also a billing in March with a due date of March 31st. Mr. O'Connor asked Kim about the percentage of outstanding March bills compared with previous March bills. Kim stated that she checked last March's billing and confirmed that the current March billing is on par with last year's. Mr. Strobel stated that the COVID-19 crisis began in the early to middle part of March so the majority of March customers likely had some level of disruption. He said the main impetus for the request, however, was for the later mailing of the April bills. Mr. Strobel stated that he read something within the last few days stating that the quarterly property tax due date remains as May 1, 2020. He suggested the Board consider that as well. Mr. Strobel reiterated that the primary reason for consideration is the late mailing, and said the Board can entertain Kim's request in that regard. Mr. O'Connor confirmed with Mr. Strobel that there is a 10 calendar day grace-period for payment of property taxes and suggested an extension of 10 calendar days. Mr. Strobel asked the remaining Commissioners for any comments. Mr. Conville stated he was in agreement of 10 days and Mr. Szymkowski concurred. Mr. Kollar reconfirmed with Kim that the bills went out approximately 4 days late. Mr. Kollar suggested a 14 calendar day extension; allowing for the bills being 4 days late and adding 10 additional calendar days. The other Commissioners were in agreement. In looking at the calendar, Mr. Strobel suggested Friday, May 15 as the payment deadline with normal assessment of interest costs after that date.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to make a one-time change, due to the late mailing of the April 2020 bills and the COVID-19 crisis and not to set any precedent, to extend the deadline for payment of sewer bills normally due on April 30, 2020 to May 15, 2020 without interest penalties.

Discussion: Mr. Kollar asked if there should be notice to customers placed on the Authority website. Mr. Strobel agreed that it would be appropriate and Kim Fitzpatrick confirmed she would update the website accordingly.

**Chairman Strobel called for a roll call vote by the Secretary.
Recorded Vote: Mr. Strobel-aye, Mr. Kollar-aye, Mr. Szymkowski-aye,
Mr. O'Connor-aye and Mr. Conville-aye**

Mr. Strobel indicated Resolution 2020/2021-17, stated that Kim Fitzpatrick recommended Board approval and confirmed that Solicitor Brad Smith drafted the resolution. Mr. Strobel stated the resolution would approve the return of funds paid which should not have been paid but were deducted automatically after the property had already been sold.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2020/2021-17, Refund of Revenue to Estate of Lee D. Napier. Chairman Strobel called for a vote. Secretary Devone took a roll call vote as follows: Mr. Strobel-aye, Mr. O'Connor-aye, Mr. Kollar-aye, Mr. Szymkowski-aye, and Mr. Conville-aye

Mr. Strobel asked Kim Fitzpatrick if the office would be able to carry on without much disruption once business returns to normal. Kim confirmed that she believed there wouldn't be a problem. She stated that they have maintained normalcy despite working remotely and have managed to maintain routine business contact with the exception of seeing customers in person. Mr. Strobel said he was reassured to hear Kim's report and appreciated the efforts to make everything work. He asked about the audit process and Kim confirmed that the audit has continued as scheduled. She said much of it has been done electronically and documentation was scanned. She confirmed there was only one transfer of hard copy documents which were picked up by Mr. Holt. Mr. Strobel asked if there had been any customer complaints due to the office situation. Kim stated she has received a few complaints from older residents about not being able to pay in person. She reported that those who wanted their payment stub stamped have provided a self-addressed, stamped envelope and she and Amy stamped it received and mailed it back. She said she has not received any other out of the ordinary complaints.

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

DIRECTOR OF OPERATIONS - ROBERT O'CONNOR

Mr. O'Connor: We've obviously had some challenges with the COVID-19 crisis that we've had to adapt to operationally at the Plant given that the staff does work in close proximity to each other. He also noted that if the virus spread through the Plant, it could affect the ability to safely operate for the residents of the Township. Mr. O'Connor stated that Superintendent Kevin Kramer implemented a good plan and asked Mr. Kramer to discuss the plan. Mr. Kramer confirmed that he and Kim Fitzpatrick worked together to devise a plan prior to directives from the State. He stated that the employees were split

into two teams: Team 1 with four employees and Team 2 with five employees. He confirmed that the teams alternate weekly with one team working and one off. He stated that the employees are aware of the fact that they are all on-call each week, at regular pay (no overtime), despite whether it is their "off week". Kevin confirmed that all employees have been very receptive to the plan. Kevin reported that they had to scale back on some items, due to the staffing, such as preventative maintenance on the roads and the collection system. He stated that all required tasks are being performed and completed as needed weekly.

Superintendent of Operations Report - Kevin Kramer

Operations: Mr. Kevin Kramer confirmed Plant operations are running well despite increased flows from rain. He reported two minor permit violations during the past month for an Oil and Grease overage and a weekly Effluent TSS overage. He said both are minor violations and he notified the DEP and DEP inspector Dave Stewart. He confirmed that he did not expect fines and stated there may have been a lab error on the Authority's part. He stated there have not been any issues since. Kevin reiterated that the new schedule is working well, required work is getting done and employees are working well together to get things done with the limited crews.

Safety: Kevin confirmed safety training has been temporarily suspended until normal operations resume. He said if the situation continues longer than expected, he will devise a plan with Harry Smith to schedule needed training.

Projects: Kevin confirmed that he had several meetings regarding proper hygiene and protocol to keep employees, as well as the public, safe. He confirmed that all employees are wearing masks or some type of covering over their mouths and noses. He confirmed that all recommendations, such as hand washing, using hand sanitizer and wiping down common surfaces, are being adhered to so that employees may stay healthy. Kevin reconfirmed that preventative maintenance in the collections system has been suspended but said he believes there is a way for it to be done in a safe manner for the two employees needed. He said he will likely start it up again in the next couple of weeks. He reported that preventative maintenance at the Plant has continued and any work needed at the stations has continued to get done.

Mr. O'Connor confirmed with Kevin that there haven't been any issues with employees when needed to work on their off week. Kevin stated that the employees have been very cooperative and are appreciative of the Authority's efforts to limit their exposure. Mr. O'Connor confirmed with Kevin that employees are using their personal time off in the event they are unavailable for work due to an unrelated illness or personal matter. Mr. Strobel asked that Mr. Kramer relay to the work force the Board's appreciation for their responsible and cooperative actions during this time.

Mr. Strobel asked about Mr. Kramer's routine. Mr. Kramer stated he has been working at the Plant, every day with both teams and is always on call. He confirmed today was the first day he worked from home. He said he has left a few times after a half day since his wife is a teacher trying to work from home with their two young children. He stated he is able to do things from home and when at the Plant, he helps with operations whenever needed since they are short staffed. Mr. Strobel asked Mr. Kramer if things would be able to resume without much disruption when things get back to some resemblance of normalcy in the next month or so. Mr. Kramer confirmed he does not foresee any issues. Mr. Strobel mentioned that Mr. Kramer had wanted to finish the preventative maintenance of the collection systems by the end of the summer and confirmed with Kevin that it would likely be pushed back a couple months. Mr. O'Connor stated that Kevin and the employees are doing a great job at the Plant.

Mr. Strobel indicated Resolution 2020/2021-14, Extension of Laboratory Services Contract. He stated that the resolution indicates that the Authority had awarded an annual contract on April 8, 2019 with the possibility of a two-year extension, under certain parameters having to do with the size of the rate increase. He said it appears the resolution would authorize the extension. He confirmed that the annual amount for the contract period awarded last April was \$17,671.00 and according to the resolution, the annual amount for the next two years would be \$17,936.00 which is less than a \$200.00 difference. Mr. O'Connor confirmed with Mr. Kramer that he was happy with the services and confirmed with Solicitor Brad Smith that the Authority was legally allowed to extend the contract. Mr. Smith said that the provision was put in the bid package when it was originally bid and therefore the contract can be extended.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2020/2021-14, Extension of the Laboratory Services Contract. Recorded roll call vote: Mr. Strobel-aye, Mr. O'Connor-aye, Mr. Kollar-aye, Mr. Szymkowski-aye, Mr. Conville-aye

Mr. Strobel indicated Resolution 2020/2021-16. He stated that a few months ago, the Board dealt with the easement and the rupture of a line on the property owned by the Riverton Country Club (RCC). He stated that the members of RCC who were present at the meeting, had indicated that they would make the Authority whole for the costs associated with what happened that caused the rupture. Solicitor Brad Smith stated that he noticed an error with the date in the resolution that he neglected to change when the meeting date was changed. He said it is in the paragraph that begins, "NOW THEREFORE LET IT BE RESOLVED", and it should read April 20, 2020 instead of April 13, 2020 and should be corrected. He said RCC originally sent a general release and he had to explain that a general release would not work as RCC is a rate payer and there are outstanding bills that must be paid.

He confirmed that he changed it to a specific release, just with respect to the claims arising out of the incident on December 6, 2019. He said the release has been substantially revised so the Authority is only releasing the claims arising out of that incident. Mr. Smith confirmed that he had reviewed the total amount with Kim Fitzpatrick. Mr. Strobel noted two more corrections to be made on the Resolution and the Release where RCC was referred to as Riverton "County" Club.

Motion: Made by Mr. O'Connor and seconded by Mr. Kollar to adopt Resolution 2020/2021-16 with the date corrected to April 20, 2020 and the typos corrected to read "Country" where indicated. Roll call vote taken by Secretary recorded as: Mr. Strobel-aye, Mr. O'Connor-aye, Mr. Kollar-aye, Mr. Szymkowski-aye and Mr. Conville-aye

Mr. Strobel asked that the Secretary and Administrator let him know of whatever arrangements they feel are needed to acquire his signature on required paperwork. Mr. O'Connor confirmed there were no other matters for discussion under Operations.

DIRECTOR OF PERSONNEL - RICHARD STROBEL

Mr. Strobel stated that items related to Personnel had been covered during discussion of the COVID-19 crisis and efforts being made by staff in light of the situation.

Mr. Strobel confirmed that he was sending out the notice to Commissioners regarding the NJ MEL online training course which would save the Authority \$250.00 for each Commissioner who completes the training.

TREASURER - THOMAS KOLLAR

Mr. Kollar: As Kim previously mentioned, the revenues from the last billing seems to be on target compared to last year. In looking at the actual figures, they are actually a little higher than last year for the first two months of the fiscal year. User Charges are at 14% versus 11% last year. Total revenue is at 14% versus 10% last year. On the expense side, we are at 10% which is lower than expected.

Mr. Kollar mentioned that the Prime Pay account is tracking high at 28% of budget. Kim Fitzpatrick explained that the account is being tracked and funded differently this year. She made a change so that each quarter a set amount is being put into that account and clarified that the number currently reflects the whole quarter. Mr. Kollar indicated that Lab Testing is at 25% and asked Mr. Kramer about it. Mr. Kramer stated that there are a few extra tests, which he hadn't considered during budgeting, which are required to renew the Authority's permit for liquid sludge with Delcora which is up for renewal on April 30, 2020. He confirmed there were no other extra tests and said he would review items with Kim Fitzpatrick.

Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to approve the Treasurer's Report and Trial Balance as submitted. Roll call vote recorded as: Mr. Strobel-aye, Mr. O'Connor-aye, Mr. Kollar-aye, Mr. Szymkowski-aye and Mr. Conville-aye

Mr. Kollar submitted a list of Operating Invoices & Payroll Expenses totaling \$154,465.66 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. Roll call vote recorded as: Mr. Strobel-aye, Mr. O'Connor-aye, Mr. Kollar-aye, Mr. Szymkowski-aye and Mr. Conville-aye

Mr. Kollar submitted one requisition for Renewal and Replacement totaling \$43,453.20 and certified that funds are available.

#20-001 Municipal Maintenance	\$ 43,452.20
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Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to approve the payment of the Renewal and Replacement requisition as submitted. Roll call vote recorded as: Mr. Strobel-aye, Mr. O'Connor-aye, Mr. Kollar-aye, Mr. Szymkowski-aye and Mr. Conville-aye

Mr. Kollar submitted two invoices for Builders Escrow totaling \$1,034.40 and certified that funds are available.

#115022 Capital Seniors Housing	\$ 667.50
#115023 Paddock Fieldstone Partners	\$ 366.90

Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to approve payment of the Builders Escrow Invoices to Alaimo as submitted. Roll call vote recorded as: Mr. Strobel-aye, Mr. O'Connor-aye, Mr. Kollar-aye, Mr. Szymkowski-aye and Mr. Conville-aye

Mr. Kollar indicated Resolution 2020/2021-15, Budget Appropriations for Fiscal Year Ending January 31, 2020. He explained that it was for unforeseen expenses for the fiscal year ending January 31, 2020. He stated it was discussed last month that there was an overage of \$126,437.20 and confirmed the resolution would allow appropriations from unreserved retained earnings to pay those expenses.

Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to adopt Resolution 2020/2021-15. Roll call vote recorded as: Mr. Strobel-aye, Mr. O'Connor-aye, Mr. Kollar-aye, Mr. Szymkowski-aye and Mr. Conville-aye

Mr. Kollar confirmed he had no other matters for discussion.

Mr. Strobel asked Mr. Kollar for assistance with forwarding and access issues to his Cinnaminson Sewerage email address. There was a brief discussion regarding the issues and Mr. Strobel asked that emails temporarily be sent to: rcstrobel@comcast.net. Mr. O'Connor also asked that his Cinnaminson Sewerage email address be checked to confirm it is forwarding properly. Kim Fitzpatrick asked that the sewerage email addresses continue to be copied on any emails sent out while issues are being resolved so there will still be a copy recorded. Mr. Kollar said he would look into the matter. Mr. Strobel stated that he was looking forward to the upgrade of the website and the upgrades of the computers and Windows operating system at the Plant as discussed last month when the opportunity becomes available. Mr. Szymkowski confirmed that his Cinnaminson Sewerage email address and its forwarding are working properly for him. Secretary Judy Devone asked Commissioners to confirm who had received the updated agenda sent out today via all Cinnaminson Sewerage email addresses. Kim asked about forwarding email addresses and pointed out that the two Commissioners experiencing difficulties with forwarding are forwarding to Comcast addresses. Kim Fitzpatrick confirmed two different addresses for forwarding for Mr. Strobel and Mr. O'Connor and said she would make the changes to see if it resolved issues. Mr. Kollar confirmed that his Cinnaminson Sewerage email address is forwarding properly to his Comcast email address.

Mr. Strobel reopened the meeting to the Public for comment and heard none. Kim Fitzpatrick confirmed that there were no longer any members of the Public present.

Mr. Strobel asked Mr. Simpson about operations at Alaimo and if they are able to meet the obligations to their clients, specifically the Sewerage Authority. Mr. Simpson confirmed they are able to meet obligations. He confirmed that between a quarter and a third of their workforce are working remotely. He stated that he and some others are reporting to the office and said it was easy to socially distance there. He confirmed they are using conference calls as needed to keep business moving forward.

Mr. Brad Smith suggested that for the minutes of this meeting, the legal notice which was read aloud by the Chairman should be placed as item (e) and a copy of the notice should be attached to the minutes. Kim Fitzpatrick confirmed that she had forwarded the legal notice as a word document to the Secretary for use in the minutes and Mr. Strobel said the affidavit from the newspaper can be attached to the printed minutes.

Kim Fitzpatrick asked about the next meeting and whether to schedule another web meeting. Mr. Strobel asked the Board to consider changing the date of the May meeting. He reminded the Board that the Authority typically doesn't meet that early in the month and that the meeting was originally scheduled for May 7 due to his planned travel out of

the country. He confirmed that his trip date has changed and suggested the meeting could be moved to the usual second Monday of the month or later since the April meeting occurred later. The Board and staff agreed on Monday, May 11, 2020. Mr. Strobel entertained a motion that a notice be published to change the date to Monday, May 11, 2020 and possibly to change the location if needed as well. There was some further discussion regarding upcoming Governor Directives and Mr. Strobel suggested a motion regarding the change of date until more information is available.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to move the regular scheduled meeting from Thursday, May 7, 2020 to Monday, May 11, 2020 and to provide proper notice as required. Roll call vote recorded as: Mr. Strobel-aye, Mr. O'Connor-aye, Mr. Kollar-aye, Mr. Szymkowski-aye and Mr. Conville-aye

Mr. Strobel suggested he and Kim reassess the matter after May 1, 2020 regarding the possible need for a web conference. Mr. Strobel reconfirmed with Commissioners, Professionals and Staff that an executive session was not required.

Hearing no other matters for discussion, the meeting was adjourned at 8:05 PM.

Next scheduled meeting - Monday, May 11, 2020 at 6:30 PM

LEGAL NOTICE AS IT APPEARED IN BURLINGTON COUNTY TIMES AND COURIER POST:

PLEASE TAKE NOTICE, the regular scheduled monthly meeting for the Cinnaminson Sewerage Authority has been rescheduled for Monday April 20, 2020. In accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et. seq, N.J.S.A. 44:7-7 and Executive Orders No. 103 and 107, issued by Governor Murphy on March 9 and 21, 2020 respectively, declaring a State of Emergency in the State of New Jersey, the CINNAMINSON SEWERAGE AUTHORITY does hereby notify the public that to protect the health, safety and welfare of our citizens while ensuring the continued functioning of the authority, the monthly meeting of the Cinnaminson Sewerage Authority scheduled for April 20, 2020 at 6:30 pm at 1621 Riverton Road, Cinnaminson New Jersey will be held electronically. Members of the public who wish to participate in the meeting electronically should follow the instructions at: <https://www.cinnaminsonsewerage.org>, click on "Meeting" on the left side. Individuals will be able to fully participate in the meeting. Including providing public comment. Formal action may be taken. Agenda items are as follows: Approval of prior month's minutes, Engineer's Report, Administration Report, Operations Report, Res. 2020/2021-14 Extension of Laboratory Contract, Res. 2020/2021-16 Release of Claims against Riverton Country Club, Treasurer Report/Trial Balance, Operating & Payroll Expenses, Renewal & Replacement, Builder's Escrow, Res. 2020/20021-15 Budget Appropriations for Fiscal Year ending January 31, 2020 and any other matter that may come before the board. The board may hold an executive session if needed.

For members of the public who wish to call in, please call one of the following numbers:

Dial by your location

+1 929 205 6099 US (New York)

+1 312 626 6799 US (Chicago)

+1 253 215 8782 US

+1 301 715 8592 US

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 794-506-558, Password: 065460.

Kimberly Fitzpatrick
Administrator