

Minutes - August 13, 2018

The regular meeting of the Cinnaminson Sewerage Authority was held on August 13, 2018 in the conference room located within the Cinnaminson Municipal Building and commenced at 6:30 PM.

**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: Peter Galosi, Richard Strobel, Frank Szymkowski and Thomas Kollar. Mr. Robert O'Connor arrived at 6:40 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 along with former Township Committeeman Mr. Ben Young and Ms. Dana Montanelli, Audit Manager of Holman, Frenia and Allison, PC.

**PUBLIC COMMENT**

Mr. Strobel opened the meeting to the public for comment. Former Township Committeeman Mr. Ben Young asked about new connections into the sewer system on Taylors Lane. Cindy Doerr responded that there were no new hook ups since the last meeting but said a resident is currently in the process and another business submitted plans. She said she hasn't heard from any others but has given out some applications to residents who came to the office. Mr. Young confirmed with Cindy Doerr that the residents could connect to the system and pay the connection fee over a five-year period. Mr. Young asked about the status of the road paving on Taylors Lane. Mr. Simpson confirmed

that the contractor will be starting the work on August 20 and it should take approximately two weeks. Mr. Simpson said the contractor has been delayed due to rain events. Mr. Young asked about the paving at the Wawa end and Mr. Simpson stated that he has been in contact with the developer who is getting him information on the punch list items so they can make sure that it is ready on that end to be paved when the contractor begins. Mr. Young confirmed with Mr. Simpson that Wawa passed inspection and Mr. Simpson added that minor punch list items still remain such as the video tape of the line and some manhole lids that have to be changed. Lastly, Mr. Young said he had received a phone call from a resident, though he is no longer the contact, regarding flooding in his backyard and Mr. Young confirmed with Kevin Kramer that debris at the Wayne Drive Bridge was being routinely cleared.

### **OLD BUSINESS**

Mr. Strobel asked the Board to address the regular and executive session minutes of July 9, 2018.

**Motion: Made by Mr. O'Connor and seconded by Mr. Kollar to adopt the regular and executive session minutes of July 9, 2018 as submitted.**

**Discussion: Mr. Brad Smith, Authority Solicitor, stated he had one recommendation to the regular session minutes for purposes of clarification. On page 53, in the first full paragraph in the last sentence, he suggested the addition of the words "Electrical Services Contract" so that the sentence reads, "Mr. Brad Smith said the Electrical Services Contract should be discussed in executive session."**

**Amended Motion: Made by Mr. O'Connor and seconded by Mr. Kollar to adopt the regular session minutes of July 9, 2018 with the changes as suggested by Authority Solicitor and the executive session minutes of July 9, 218 as submitted. Vote: All ayes**

### **NEW BUSINESS**

Mr. Strobel moved to New Business and invited Ms. Dana Montanelli, Audit Manager of Holman, Frenia and Allison, PC, to discuss the Authority's Audit. Ms. Montanelli introduced herself and indicated copies of the Audit Report that had been distributed to Commissioners. She began the review with page 1, noting that the Authority had received an unmodified audit opinion which is the best opinion. She stated that it was a clean audit with no comments or issues in the report. She proceeded to review the report in detail and noted the Management Discussion and Analysis Letter on page 4. She stated it was a good overview of the numbers over the last year. She briefly reviewed page 9 which started the financial statements. She reported increased Capital Assets, mainly due to the Plant Improvements and the

Taylor's Lane Project. She reported an increase in cash due to the newest NJEIT Bond Issuance and discussed total liabilities, noting an increase due to the newest bond issuance to fund Plant Improvements and the Taylor's Lane Project. On pages 10 and 11, she reviewed the Authority's Net Position and its Income Statement and reported that Revenues showed an increase due to some large connection fees while User Charges had remained steady. She reviewed Operating Expenses reporting that there was a slight decrease from last year. On page 12, she briefly discussed Cash Flows and she noted that notes to financial statements could be found on page 13. She reviewed page 38 (Budget to Actual Schedule) in detail, reporting that the budget came in with favorable revenue and expense variances. She explained that as part of the audit, they are required to look at internal controls over financial reporting and she said she was pleased to report that in this opinion, they did not find any items that they thought were significant or any material weaknesses in the internal controls. She discussed page 41, explaining that this year with the NJEIT funding, the Authority had a single audit within this audit to confirm compliance. She stated that she was pleased to report that there were not any significant issues in their compliance audit. She stated that pages 43 and 44 detailed the NJEIT expenditures. Lastly, she noted page 52 which is for Comments and Recommendations and stated that she was pleased to report that there were none. Mr. Brad Smith asked a question regarding page 53 and the first paragraph on Contracts and Agreements. Ms. Montanelli said she had also discussed it with Cindy Doerr and she will review the wording and will get back to Cindy Doerr. Lastly, Ms. Montanelli stated that she was made aware that there had been a billing issue during the year and she reported that she had printed out a memo regarding research related to the Sienna accounts. Mr. O'Connor asked if the matter should be held for discussion in executive session and Mr. Brad Smith confirmed that the matter relates to Personnel. Mr. Strobel asked that the matter be discussed in executive session. Mr. Strobel thanked Ms. Montanelli for her Audit review and confirmed there were no further questions or comments from Commissioners. Mr. Strobel also thanked Administrator Cindy Doerr for her cooperation during the Audit.

Mr. Strobel presented Resolution 2018/2019-34, Annual Audit, and stated that the Board is required to adopt and sign a resolution indicating that it has reviewed the Audit Report.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2018/2019-34, Annual Audit. Vote: All ayes**

Mr. Strobel asked if there were any other matters for discussion under New Business. Mr. O'Connor reported that he had received a text message on his way to the meeting from Township Mayor, Don Brauckmann, indicating that he would be coming to the meeting at 7:30 PM to discuss affordable housing.

**DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI**

Mr. Szymkowski asked Mr. Simpson to review his report dated July 6, 2018.

**Engineer's Status Report - Wayne D. Simpson**

**Mr. Simpson:**

**M-080-130 Plant Improvements**

The DEP has not come to do their final inspection on the Plant Improvements. I don't expect them to come until after the Taylors Lane paving is done and that way, they will inspect both at once. It will probably be in September. As I mentioned earlier, that paving is supposed to start next Monday unless this weather has pushed it back another day or so but that was the latest schedule I had from the contractor.

**M-080-142 Treatment Plant Roof Replacements**

There are still a few remaining items to be performed for the Roof Replacement.

**Mr. Simpson continued on developments:****M-081-113 Olmstead (Vines at Cinnaminson)**

I got word today from the developer that he has completed the punch list items. We will go out and inspect it this week.

Mr. Simpson stated he had nothing further for discussion on his report. He said he submitted two proposals which he could discuss now or under Operations. Mr. Strobel confirmed there were no questions from Commissioners regarding Mr. Simpson's report and asked that he review the proposals.

Mr. Simpson stated that he and Mr. Kramer have been discussing the Central Pump Station for some time and he understands that it has been included in the Capital Improvement Budget for this year. Mr. Simpson confirmed that he had planned to get the proposal together before the meeting. However, on Wednesday Mr. Kramer reported to Mr. Simpson that the generator wasn't working so the proposal became even more important. Mr. Simpson confirmed that the proposal is for replacement of the generator, moving it from the inside to the outside and appropriately sizing it for the loads that are at the pump station now. He explained that over the years, the pumps have been reduced in size so the power requirement has been reduced from 225 kilowatt to 175 kilowatt. He said he is proposing a design for that size generator. He reported there is also the question of an underground storage tank which they believe is in the ground and would have to be removed, and certified as being removed, before the generator could be put in that location. Mr. Simpson answered Mr. Strobel's question regarding the generator being outside, noting that it will be better for ventilation purposes and will be weather-proofed and fully

enclosed. He said it can be made with a hospital-based silencer enclosure on it so that it will not be a noisy operation. He also stated that it is easier to install outside.

Mr. O'Connor asked if Mr. Simpson could report to the Board on the plan from now until installation of the new generator and Mr. Simpson suggested that Mr. Kramer had more information. Mr. Kramer confirmed that the issue was discovered on Wednesday during the monthly generator check. He said the generator would not power any of the pumps. He said he had RH Morris Electrical look at it to try to troubleshoot it but they were unable to diagnose the problem. Mr. Kramer said he then called Atlantic Switch and Generator but they were unable to come out until later in the day. He noted that there were thunderstorms happening daily and having a reliable generator was important so he had a temporary generator delivered. He reported that on Friday, Atlantic Switch and Generator was able to get the generator up and running with some repair and it is currently hooked up again. He said that Mr. John Kenkellen is checking the generator daily and as long as it continues to work all week, he will have the other generator picked up to save the rental expense. Mr. Kramer confirmed that the generator is approximately 50 years old. Mr. Simpson stated that they can fast-track the design time and then will have to go out to bid. He confirmed that the successful contractor will have to order the equipment and that will take several months.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to approve the proposal from Authority Consulting Engineer dated August 8, 2018 for Central Pumping Station Generator Replacement.**

**Discussion: Mr. Galosi asked how long it would take to get a rental replacement generator in if the current generator fails and Mr. Kramer stated it would likely take an hour and a half to two hours. He said it can get set up relatively quickly. Mr. Kollar asked about how long the station could last without pumps in operation and how deep the wells are there. Mr. Kramer confirmed the wells are about 20 feet and he said it would depend on the weather conditions. Mr. Naisby said it could likely last about a half hour to forty minutes. Mr. Szymkowski asked how often the power goes out and Mr. Kramer said approximately once every couple months but the generator usually kicks on so there isn't a problem. Mr. Simpson confirmed with Mr. Kramer that the generators are tested monthly.**

**Vote: All ayes**

Mr. Strobel asked Mr. Simpson to discuss the second proposal for Engineering Services Commercial/Industrial Discharge Monitoring.

Mr. Simpson: This is something that is coming at the recommendation of Bill Smith after observing some issues at the Plant related to suspected industrial discharges; foaming and some excessive COD

measurements at the front end of the Plant. Bill Smith was speaking to Kevin and some of the employees at the Plant about how they monitor the industrial waste, keeping in mind that Joe Pulak is retiring soon.

Mr. Simpson reported that Matthew Naisby is taking over handling of industrial monitoring and currently Joe Pulak has the results of his inspections and the results of monitoring on sheets of paper. Mr. Bill Smith is recommending that the information be put into a database format which he is offering to generate. Mr. Strobel confirmed with Kevin Kramer that he agrees with the recommendation and Kevin also confirmed that he feels it is good timing with Joe Pulak's impending retirement.

Mr. Strobel said he assumes this is a typical thing that wastewater authorities do and Mr. Simpson said that from the examples Mr. Bill Smith showed him, he feels it is a little better than the typical database format because it will be even more detailed.

Mr. Kollar asked about where the data would be stored and backed up. Kevin confirmed that it would be stored in Access and said that Amy Williams would have the information on her computer as she currently works with Joe Pulak, sends out any failure notices and does the billing for it. Kevin said it would also be on his laptop and one other computer at the Plant. Mr. Kollar suggested that Mr. Simpson have Bill Smith set it up so that it is a web-based data base that can be shared and backed up daily.

**Motion: Made by Mr. O'Connor and seconded by Mr. Kollar to approve the proposal from Alaimo dated August 10, 2018 regarding setting up a data base for Commercial/Industrial Discharge Monitoring. Vote: All eyes**

Mr. Strobel noted that the asset management plan that was previously discussed has been presented to the Board. Mr. Simpson stated that Mr. Brad Smith had indicated that one word that requires changing so he will send in that revision.

Mr. Strobel suggested moving to Operations since some of the items had already been discussed.

**DIRECTOR OF OPERATIONS - ROBERT O'CONNOR**

Mr. O'Connor asked Mr. Kramer to discuss his report.

**Superintendent of Operations Report - Kevin Kramer**

Mr. Kramer indicated that the generator at Central Pumping Station had already been discussed. He reported that the employees who had taken their state exams did not pass but said they are all within a few points of passing. He said they have discussed with Bill Smith

specifically what is necessary to review in order to help them pass the retest in October.

Kevin reported that one of the new employees just passed his CDL road test, now has his CDL license and has been training on the tractor. He confirmed that the other new employee will likely pass his road test next week. He said there were no Plant violations to report. Kevin said that Commissioner Frank Szymkowski had visited the Plant and was given a tour. Mr. Szymkowski commented that it was a good experience and said Kevin did a great job with the tour.

Mr. Kramer reported on safety, noting that the violations from the Fire Marshall during the annual inspection had been addressed. Kevin said there was a re-inspection and the Authority is now in complete compliance.

Lastly, Kevin confirmed that the hypochlorite containment wall is almost complete and he indicated the pictures that had been posted to the document site. He confirmed that Mid Jersey Masonry poured a new slab to create a level base and added another concrete brick layer to the existing wall. He said the slab had to sit to cure for a week and on Wednesday; the painting company will come out to coat the wall with a sealing material. Mr. Kramer said he had nothing further to report.

Mr. O'Connor stated that there was an electrical bid and a proposed resolution. He noted that the bid had been discussed at length at the last meeting and confirmed with Mr. Simpson that everything was in order.

**Motion: Made by Mr. O'Connor and seconded by Mr. Galosi to adopt Resolution 2018/2019-36, Award of Bid, Maintenance/Repair of Electrical Apparatus, contract not to exceed \$55,750.00, to RH Morris Electrical Contractors. Vote: All ayes**

**DIRECTOR OF ADMINISTRATION - PETER GALOSI**

Mr. Galosi asked Cindy Doerr if she had any matters to discuss for Administration. Cindy reported that she and Kevin Kramer had attended the Risk Management Conference in Evesham in July. She said they discussed insurance claims and the outcomes of various claims and how they proceed. She said it was a very worthwhile conference.

Mr. O'Connor asked about the status of the new Edmunds computer accounting system to include online payments and Cindy confirmed that they would begin training in November and will go online for their first billing in December. There was a brief discussion regarding the announcement of online payments to ratepayers and Cindy Doerr mentioned including a link on the website. Mr. Kollar said proposals for the website were to be revisited in conjunction with the new accounting system. Mr. O'Connor stated that quotes in addition to the one from Networks Plus were required for the website design and said

he had some contacts that he could forward to Cindy Doerr. Cindy Doerr said she had also recently received an email regarding website design.

**DIRECTOR OF PERSONNEL - RICHARD STROBEL**

Mr. Strobel stated that he had a personnel item for closed session. He also stated that a letter was received from the daughter of Dorothy Graham thanking the Board for the flowers in her memory. Lastly, he reported that the annual training session for Commissioners sponsored by AEA is in November. He stated that a save the date notice was sent. He said further information regarding topics would be forthcoming for anyone interested.

**TREASURER - THOMAS KOLLAR**

Mr. Kollar indicated the Treasurer's report and Trial Balance stating that at 50% through the fiscal year, User Charges are running ahead of last year's at 51% versus 47% and total revenues are at 50% versus 46% last year. He said Capital Appropriations are only at 32% of budget. On the expense side, he stated that total expenses are at 54% which is running slightly high. He said the bypass pump rentals were a larger expense and a driver of running high in the Plant Maintenance category. He said expenses are trending back and headed in the right direction.

**Motion: Made by Mr. Kollar and seconded by Mr. O'Connor 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 \$151,263.81 and certified that funds are available.

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

Mr. Kollar submitted three requisitions for Renewal & Replacement totaling \$19,781.78 and certified that funds are available.

#18-728 RH Morris Electrical	\$	6,520.00
#18-729 Booth Mechanical, Inc.	\$	8,412.00
#18-727 Alaimo Assoc.	\$	4,849.78

**Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to approve payment of the Renewal & Replacement requisitions as submitted. Vote: All ayes**

Mr. Kollar submitted three requisitions for the NJ Environmental Infrastructure Trust Fund totaling \$36,869.60 and certified that funds are available.

#18-730 Alaimo Associates	\$ 23,971.45
#18-732 Alaimo Associates	\$ 1,092.50
#18-731 Alaimo Associates	\$ 11,805.65

**Motion: Made by Mr. Kollar and seconded by Mr. Galosi to approve payment of the NJEIT Fund requisitions as submitted. Vote: All ayes**

Mr. Kollar submitted three invoices for Builder's Escrow totaling \$750.29 and certified that funds are available.

#103539 Vines at Cinnaminson	\$ 585.29
#104615 Mercer Car Wash	\$ 82.50
#104614 Shoppes at Cinnaminson	\$ 82.50

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

Mr. Kollar presented Resolution 2018/2019-35, Quarterly Withdrawal, in the total amount of \$504,404.00.

**Motion: Made by Mr. Kollar and seconded by Mr. Galosi to adopt Resolution 2018/2019-35, Quarterly Withdrawal. Vote: All ayes**

Mr. Strobel asked if there were any further matters for discussion. Mr. O'Connor suggested that someone contact Networks Plus to see if they want to update their proposal for the website design since a substantial amount of time has passed.

Hearing no other matters for discussion, Mr. Strobel stated that the Board would be entering a closed session. He said the Auditor Manager would be heard first and said that Mayor Don Brauckmann had just joined the meeting and would be heard also during the closed session. Mr. Strobel entertained a motion that the Authority adopt a resolution authorizing an executive session to discuss items of personnel and contract negotiation, results to be disclosed when no longer prejudicial to the interests of the Authority. Motion: Moved by Mr. Kollar and seconded by Mr. O'Connor. Vote: All ayes Time: 7:35 PM

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to return to open session. Vote: All ayes**

The meeting was adjourned at 8:23 PM.

**Next scheduled meeting - Monday, September 10, 2018 at 6:30 PM**