

Minutes - August 12, 2019

The regular meeting of the Cinnaminson Sewerage Authority was held on August 12, 2019 in the conference room located within the Cinnaminson Municipal Building and commenced at 6:30 PM.

Chairman 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 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: Robert O'Connor, Richard Strobel and Thomas Kollar. Mr. Conville and Mr. Szymkowski were absent. Also in attendance were Cynthia Doerr, Administrator, Richard Alaimo, Authority Engineer, Bradford Smith, Authority Solicitor and Kevin Kramer, Superintendent of Operations.

Mr. Alex Villari of The Barclay Group was in public attendance along with Authority employees Matthew Naisby and Charles Staub.

**PUBLIC COMMENT**

Chairman Richard 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 and executive session minutes of July 8, 2019. Mr. O'Connor confirmed that Mr. Brad Smith had one suggested edit to the regular session minutes on page 51. Mr. Smith suggested that a comma be added in the first paragraph,

last sentence, after the resolution number so that it reads, "...as resolution number 2019/2020-15,".

**Motion: Made by Mr. O'Connor and seconded by Mr. Kollar to adopt the regular session minutes of the July 8, 2019 meeting with the edit recommended by the Solicitor and the executive session minutes of July 8, 2019 as submitted. Vote: All ayes**

**NEW BUSINESS**

**DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI**

Mr. Szymkowski was absent. Mr. Strobel asked Mr. Alaimo if he had anything to discuss from Mr. Simpson's Engineer's Status Report.

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

**Mr. Alaimo commented:**

**M-080-144 Central Pump Station Generator Replacement**

The contractor is working on site and the new generator is expected to be delivered on September 12 with startup on September 19.

Mr. Alaimo asked about the need for the flow study and Mr. Strobel confirmed that Mr. Simpson said it would help determine points of infiltration.

**M-080-146 Flow Study**

Mr. Kevin Kramer stated that the flow study confirmed infiltration coming into the Central Pump Station along the length of the easement there. He said the flow meters indicated that, between average flows to peak flows, there is an extra 450,000 gallons coming in along that easement. Kevin said it was lined about five years ago and the line is behind Cinnaminson High School. He stated that they would have to use the brush hog to cut some vegetation down to get to the manholes. He confirmed that he was able to get a look at the some of the manholes and they are raised but he said there is about 1½ feet of water up the concrete base. He noted that if there is any type of infiltration or break inside of the manhole, inflow could be coming in since the manholes were not lined. He said they will be investigating to see what they find this week. Kevin confirmed there are also a few other spots where a fair amount of inflow seems to be coming in which they will also be investigating. Mr. Strobel asked about near Fairfax Pump Station and Mr. Kramer confirmed that there is an easement that goes from Carlton Court to Fairfax Drive where the flow study indicated a consistent 50,000 gallons/day regardless of the weather. Kevin confirmed that they tried to camera the line but it was difficult to see anything. Kevin said it is a 20-inch main. He said it needs to be video-taped again and he will review it with Mr. Simpson.

Mr. Strobel asked about the **Wal-Mart Extension M-081-118**. He noted that the project has been complete for some time and asked about the punch list inspection. Mr. Alaimo will have Mr. Wayne Simpson check on the status.

**DIRECTOR OF ADMINISTRATION - JOHN CONVILLE**

Mr. Conville was absent. Mr. Strobel noted the AEA Call to Action letter with a model resolution which had been posted to the document site for Commissioners' review. Mr. Strobel briefly discussed background information pertaining to the Call to Action and the resolution and he expressed his recommendation that the Board entertain adoption of the resolution. There was a brief discussion. Mr. Strobel noted that a model Letter to the Editor was also provided and he recommended using language from that letter in a cover letter to send to representing legislators with Commissioners' signatures and a copy of the adopted resolution. There was some further discussion regarding to whom the letters should be sent.

**Motion: Made by Mr. O'Connor and seconded by Mr. Kollar to adopt a resolution, Resolution 2019/2020-19, based on the model resolution, to be sent with cover letters to the three legislators in the 7th legislative district and the Speaker of the Assembly. Vote: All ayes**

Mr. Strobel stated he would provide a draft cover letter to Cindy Doerr. Once the letters have been sent, he asked that Cindy provide an email to Karen at AEA advising her that action was taken.

Mr. Strobel asked Cindy Doerr if she had any Administration matters for discussion and she confirmed that she had a personnel item for closed session.

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

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

**Superintendent of Operations Report - Kevin Kramer**

**Operations:** Mr. Kramer confirmed that things were going well at the Plant and that there were no violations to permit parameters during the period.

He reported that the wet wells for the collection system were inspected and cleaned with the vactor truck. He noted that they have been pressure washing around the Plant and repainting safety areas such as curb lines.

**Safety:** Kevin reported that there was no safety training during the past month.

**Projects:** Kevin stated that he had two items to discuss with the Board under projects. He said the Authority has not participated in Cinnaminson Day in about seven years and he wanted to propose attending this year. He said he feels it is a positive way to connect with the community and answer residents' questions, and it is an opportunity to represent the Authority's service to its ratepayers, along with the presence of the Fire Department, Police Department and Public Works. He wants to hand out magnets with phone numbers for both emergencies and non-emergencies and a fact sheet, and promote the online payment options. Mr. O'Connor stated that he would commit some time to helping at the table and suggested other commissioners could do the same. Mr. Strobel mentioned that other entities bring their equipment, such as police cars and fire trucks. Mr. O'Connor suggested bringing the vactor truck. Mr. Kramer said he could have another local town cover the Authority during that time period in the case of a road emergency requiring a vactor truck. There was some discussion regarding other items to be handed out and Mr. Kramer mentioned having some candy also. Mr. Strobel confirmed that the date is Sunday, September 29. Mr. Strobel suggested that Mr. Kramer think about anything else that would be educational as a handout or exhibit to have prepared. He thanked Mr. Kramer for identifying that it is a community event and as a member of the municipal family, he agrees that the Authority should be a part of it again.

While speaking of community, Mr. Kramer reported that a Cinnaminson Middle School teacher, Jennie Perno, who teaches a Life Skills class, contacted him regarding setting up a field trip to the Authority's Plant. He confirmed that she plans a few trips to local places of business to present her students with options for different career paths after high school graduation aside from college. He noted that this was done years ago as there is a picture of a class hanging in the Plant. He stated that he thought it was a great opportunity for the Authority to give back to the community and for the students to learn about municipal career opportunities. He stated it would be a class of about twenty students and they would be looking to come in October around 9 AM. Mr. O'Connor commented that he thought it was a great idea and asked Mr. Brad Smith about insurance issues. Mr. Smith asked about any areas of safety concern and Mr. Kramer stated he could tailor the tour to review some equipment, such as the camera truck, and to look at some of the videos of the microorganisms on the computer in the lab. He would restrict the group from certain areas. Mr. O'Connor noted that Mr. Alex Villari of The Barclay Insurance Group was present and asked him about any necessary insurance rider or insurance implications. Mr. Villari said he would contact PERMA (management firm for JIF) for information or a waiver. The Board was favorable to the trip and directed Kevin to proceed if there are no issues regarding insurance.

Mr. O'Connor indicated Resolution 2019/2020-17, Authorizing Advertising for Bids for Electric Supply Services. Mr. Brad Smith

stated that the resolution authorizes Cindy Doerr to issue the Notice of Intent to Award Contract and confirmed it would formally be awarded at the following meeting.

**Motion: Made by Mr. O'Connor and seconded by Mr. Kollar to adopt Resolution 2019/2020-17.**

**Discussion: Mr. Strobel confirmed with Mr. Brad Smith that the current contract expires on the first meter read date in November.**

**Vote: All ayes**

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

#### **DIRECTOR OF PERSONNEL - RICHARD STROBEL**

Mr. Strobel indicated the memo from New Jersey Utilities Authority Joint Insurance Fund (NJUA JIF) regarding Cyber Security Risk Control. He stated that the Authority has cyber security insurance coverage as a member of NJUA JIF through the Municipal Excess Liability (MEL). He briefly discussed concerns with cyber security and a brief discussion ensued. Mr. Kollar briefly discussed the issue and Mr. O'Connor mentioned some instances of cyber problems with which he was familiar. Mr. Strobel explained that NJUA JIF has hired a firm, EQ, which will be in contact with the Authority to do an analysis and give recommendations. He stated there is an option to retain the firm if interested. There was a brief discussion initiated by Mr. Brad Smith regarding the Authority's backup processes. Mr. Kollar mentioned that he was viewing the coverage provided to the Authority through MEL (on his laptop computer) and said the coverage appears to be thorough. Mr. Strobel commented that it was another reason why he thinks NJUA JIF does a good job. He said they deal with prevention and stress it heavily while providing members the tools/resources needed to take the necessary steps to get where needed.

Mr. Strobel: As a steward for the Authority and its assets, representing the ratepayers, I feel a strong duty to make sure the Authority is protected as reasonably as it can be.

Mr. Alex Villari of The Barclay Group added that cyber security has been an ongoing discussion at each MEL meeting. He briefly described an incident cited at a MEL meeting where an Authority was inoperable for approximately 15 hours due to a cyber breach before it was able to restore operations. He said the hardware was damaged and confirmed that one of results of this incident was that MEL was seeking prices to include coverage for the purchase of new hardware. Mr. Villari also stated that MEL will be grading each Authority according to its compliance which could affect deductibles. There was some further

discussion regarding recent instances of cyber-attacks on banks and other cyber hacks.

Mr. Strobel indicated the NJUA JIF membership letter and proposed agreement which was posted to the document site for Commissioners' review. He stated there is a draft resolution, Resolution 2019/2020-18, and a proposed agreement which would be signed by both parties, the Authority and a representative of NJUA JIF. Mr. Strobel confirmed that Mr. Villari asked him about whether he should seek alternative proposal work and Mr. Strobel stated that he didn't feel it was needed. Mr. Strobel stated that he is very satisfied with the JIF and the input given at the Plant to help identify issues to prevent losses, accidents, Employment Practices Liability and now Cyber Security. He stated that JIF has done a very good job at keeping rates as reasonable as possible. He said he believes the Authority gets value for what it puts in and he asked other Commissioners for their input. Mr. Kollar said he was in agreement. Mr. Kollar said the rates have been reasonable but noted that the renewal agreement does not include the price.

**Motion: Made by Mr. O'Connor and seconded by Mr. Kollar to adopt Resolution 2019/2020-19.**

**Discussion: Mr. Strobel asked Mr. Villari if he had anything to add. Mr. Villari stated that he had already asked about alternative proposals but confirmed his support of the Authority's renewal with NJUA JIF. He said he believes JIF serves the Authority well.**

**Vote: All ayes**

Mr. Kollar asked about the billing from NJUA JIF and Cindy Doerr confirmed that the Authority usually receives a dividend and said the Authority is billed twice a year, in January and in May.

Mr. Strobel stated that he had two items under personnel for closed session and asked Mr. Kollar to address Budget and Finance.

**TREASURER - THOMAS KOLLAR**

Mr. Kollar indicated the Treasurer's report and Trial Balance. He said it is 50% into the fiscal year. He stated that User Charges are at 46% versus 51% last year at the same time. Cindy Doerr added that the Township did not have tax sale yet but said notices have been sent out. Mr. Kollar noted that Connection Fees are also down at only 15% of budget. He reported total revenue is still trending behind at 40% versus 50% last year. On the expense side, Mr. Kollar reported that total expenses are at 53% which is slightly high but trending down from last month. He noted that Solids Disposal is higher than last year. Mr. Kramer stated that at this point last year, they were sending out an average of about 3 cans/week but they are sending out

about 4-5 cans/week now. Mr. Kollar said that is expected because operations are more efficient now. Mr. Kollar said that the liquid sludge disposal expenses should be lower and Cindy Doerr confirmed that those expenses have decreased significantly.

**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 \$163,502.81 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 four requisitions for Renewal & Replacement totaling \$23,451.42 and certified that funds are available.

#19-777 Alaimo Assoc.	\$	1,760.00
#19-779 WESCO Company	\$	2,635.00
#19-778 Municipal Maintenance	\$	3,510.00
#19-780 Alaimo Assoc.	\$	15,546.42

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

Mr. Kollar submitted four invoices for Builders Escrow totaling \$2,229.89 and certified that funds are available.

#110703 Global	\$	95.00
#110931 Global	\$	1,427.40
#110932 LCI Assoc.	\$	190.00
#110702 MEND project	\$	517.49

**Motion: Made by Mr. Kollar and seconded by Mr. O'Connor to approve payment of the Builders Escrow invoices as submitted. Vote: All ayes**

Mr. Kollar submitted two deletions from the month of July totaling \$600.60 and certified that funds are available.

**Motion: Made by Mr. Kollar and seconded by Mr. O'Connor to approve the deletions as submitted and to credit the customers' accounts accordingly. Vote: All ayes**

Mr. Kollar presented Resolution 2019/2020-20, Quarterly Withdrawal, in the amount of \$505,675.00.

**Motion: Made by Mr. Kollar and seconded by Mr. O'Connor to adopt Resolution 2019/2020-20, Quarterly Withdrawal. Vote: All ayes**

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

Mr. Brad Smith stated that he had a contract negotiation item for discussion in closed session.

Mr. Strobel entertained a motion that the Board enter into a closed session to discuss matters of personnel and contract negotiations, results to be disclosed when no longer prejudicial to the interests of the Authority. Mr. Kollar moved the motion and Mr. O'Connor seconded the motion. Vote: All ayes Time: 7:44 PM

Motion: Made by Mr. O'Connor and seconded by Mr. Kollar to return to open session. Vote: All ayes Time: 9:31 PM

Motion: Made by Mr. O'Connor and seconded by Mr. Kollar to authorize the hire of two Operator D employees at the Plant at a rate of \$18.00/hr. for a 90-day probation period, conditioned on the satisfactory completion/passing of all pre-employment requirements. The employees' effective start date will be in September after the Authority's receipt of satisfactory completion/passing of pre-employment requirements. Vote: All ayes

The meeting was adjourned at 9:33 PM.

Next scheduled meeting - Monday, September 9, 2019 at 6:30 PM