

Minutes - December 10, 2018

The regular meeting of the Cinnaminson Sewerage Authority was held on December 10, 2018 in the conference room located within the Cinnaminson Municipal Building and commenced at 6:30 PM.

Chairman Richard Strobel opened the meeting and read the following:

OPEN PUBLIC MEETINGS ACT

N.J.S.A. 10:4-6 et seq.

Adequate notice of this meeting has been provided in accordance with the Open Public Meetings Act by;

- (a) prominently posting the Annual Notice of Meetings Resolution and maintaining such notice on a public bulletin board reserved for such or similar announcements.
- (b) by submitting the Annual Notice of Meetings Resolution for publication in the Burlington County Times, the Board's official newspaper, and the Courier Post, the Board's alternate official newspaper in February 2018 within seven days of the Board's reorganization meeting;
- (c) filing the Annual Notice of Meetings Resolution with the Clerk of the Township of Cinnaminson; and
- (d) mailing the Annual Notice of Meetings Resolution to any persons who shall have prepaid to receive such notice.

This statement shall be entered into the minutes.

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

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

PUBLIC COMMENT

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

OLD BUSINESS

Mr. Strobel asked the Board to address the regular session minutes of November 15, 2018.

Motion: Made by Mr. O'Connor and seconded by Mr. Galosi to adopt the regular session minutes of November 15, 2018 as submitted.

Discussion: Authority Solicitor Brad Smith said he had some recommended corrections. He suggested that on page 83 in the second paragraph, the second sentence should read, "New Jersey law requires that the connection fees must be recomputed at the end of the fiscal year according to the previously cited statute." He noted that the same correction should be made in the Rate Hearing Transcript also. On page 84, Mr. Smith recommended that in the second paragraph, third sentence, the word "current" should be replaced with "correct" and in the last sentence of the same paragraph, the word "submit" should be replaced with "accepted." Also on pg. 84, in the third paragraph, Mr. Smith suggested that the seventh sentence should read, "The Chairman accepted CSA-2 into evidence." and the eighth sentence should begin with "Mr. Smith" rather than the word "He". He recommended that on pg. 85, in the second paragraph, second to last sentence, the word "Board" should be replaced with the word "Chairman" and on pg. 88, in the last paragraph, first sentence, the word "there" should be replaced with "they".

Amended Motion: Made by Mr. O'Connor and seconded by Mr. Galosi to adopt the regular session minutes of November 15, 2018 with the recommended corrections of the Authority Solicitor. Vote: All ayes

Mr. Strobel asked if the Rate Hearing Transcript should be adopted and if Mr. Smith had any suggested corrections. Mr. Smith said the Board could approve it. He stated that he had reviewed it and his only recommendation was the one edit changing the word "a" to "the" regarding the cited statute as he had mentioned previously.

Motion: Made by Mr. O'Connor and seconded by Mr. Galosi to adopt the Rate Hearing Transcript of November 15, 2018 with the recommended change from the Authority Solicitor. Vote: All ayes

NEW BUSINESS

Mr. Strobel stated that the item under New Business would be addressed under Personnel and he moved to Construction.

DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI

Mr. Szymkowski asked Mr. Simpson to review his report dated December 7, 2018.

Engineer's Status Report - Wayne D. Simpson
Mr. Simpson:

All of our projects that had been in construction are done. They are on maintenance bond now. We have one project in design which is the Central Pump Station Generator.

M-080-144 Central Pump Station Generator Replacement

We are trying to finish design up this month. We did some further investigation on the underground storage tank. We had nagging doubts so called for some ground penetrating radar and found there is an old storage tank, which is about 1,000 gallons, and is buried in close proximity to the front of the pumping station where we were going to put the generator. It is going to have to be removed and will be part of the construction project. We do not think it will be a major remediation because it has been 50 years or so since it has been used.

Mr. Kollar asked if it would have rusted through and Mr. Simpson responded that hopefully it was emptied and anything discharged is no longer present but said it must be removed and they must sample the soils.

Mr. Smith asked if it would have been filled with sand and Mr. Simpson confirmed that there were no records indicating what was done and said the ground penetrating radar picks up metals but does not tell if the tank is full or empty. Mr. Kollar asked if it was last used or was installed 50 years ago. Mr. Simpson confirmed that he has a set of plans that are approximately 50 years old for the Pump Station, showing an outline of an underground storage tank and also showing an above-ground storage tank inside the building. Mr. Simpson said they were hoping that only the above-ground tank remained. Mr. Strobel asked about its location and Mr. Simpson explained that coming down the driveway from the school, looking at the Pump Station, the underground storage tank is buried on the left side of the front of the station. Mr. Szymkowski confirmed with Mr. Simpson that the tank was likely used for diesel for the generator.

Mr. Simpson continued (on developments):

Nothing new has come in on the development end.

Mr. O'Connor mentioned there were some change orders and Mr. Strobel indicated there were two resolutions, Resolution 2018/2019-42, Amendment to Service Building Roof Replacement Contract, Change Order 1 and Resolution 2018/2019-43, Amendment to Taylors Lane Road Improvements Contract, Change Order 1. Mr. Simpson confirmed that both referred to quantity changes and both are deductions to the contracts.

Motion: Made by Mr. O'Connor and seconded by Mr. Galosi to adopt Resolutions 2018/2019-42 & -43.

Discussion: Mr. Simpson stated that on the roofing contract, it included the replacement of a doorway leading onto the roof but

Authority staff replaced it between the bid and the contract, which is the reason for the deduction. He stated that for the Taylors Lane paving, there were some items that went over and more items that went under, especially uniformed police who were not required as much as anticipated. He said that led to the overall deduction. Mr. Smith reminded the Administrator that the letters for the change orders should be attached to the resolutions. He suggested that in the future, those letters should be posted to the document site with the resolutions.

Vote: All ayes

Mr. Strobel confirmed that there were no other matters for Construction and moved to Administration.

DIRECTOR OF ADMINISTRATION - PETER GALOSI

Mr. Galosi asked Cindy Doerr to discuss Administration items. Cindy confirmed that new checks and new bills to work with the new software program had been ordered. She reported that the bills were received today and they are in the process of importing readings which is moving a little slower than expected. She confirmed that she believes the process will be smoother the next time around. She briefly discussed issues relating to the new program and its reading of customer accounts so that it will bill properly according to consumption. She confirmed that Edmunds is working with her and Amy Williams to correct any problems. Cindy confirmed that there are not any checks to be signed at tonight's meeting, as the new checks should be in sometime this week.

Mr. Kollar confirmed with Cindy Doerr that the new system has been operational for one full week and Cindy reported that any issues are being handled with Edmunds over the phone. Mr. O'Connor asked about the notification of customers regarding online bill payment. Cindy Doerr recommended that online bill payments begin in January after assuring that billing and the whole process is going smoothly through December. Amy Williams commented that she was in agreement with transitioning to include online bill payment after December. Mr. O'Connor suggested a press release to the Patch and Cinnaminson Sun regarding the new payment option. Mr. Strobel mentioned a link on the Township's website. Mr. Strobel directed Cindy Doerr to provide him with the necessary facts so he can prepare a press release.

Cindy Doerr said she had a personnel item for closed session.

DIRECTOR OF OPERATIONS - ROBERT O'CONNOR

Mr. O'Connor stated he had a personnel item for closed session and asked Mr. Kramer to discuss his report.

Superintendent of Operations Report - Kevin Kramer

Mr. Kramer reported that there were no permit violations during the last month. He said they are still dealing with high flows and noted that there were 10-inches of rain, according to the rain gauge at the Plant, for the month of November. He stated there was a day with almost 3-inches of rain in a couple hours and reported that the next day almost 3.5 million gallons went through the Plant. He confirmed that things were still running well, despite the high flows. He reported that normal operations are usually at about 1.5 MGD and for the month of November, the Plant averaged 2.131 MGD. Mr. Kramer stated that the high flows are a good tool for training purposes regarding necessary operational changes.

Mr. Kollar asked if Mr. Kramer had to monitor around the clock or if it could be done remotely and Mr. Kramer responded that he was able to monitor remotely for the most part. He said that there was one or possibly two days where he had to have staff around the clock because of the extremely high level of the equalization tank. Mr. Kollar confirmed with Mr. Kramer that the new system makes remote monitoring and modification possible. Mr. Kramer stated that he monitors remotely every night and said Mr. Naisby can also access it.

Mr. Kramer confirmed there were no safety classes during the last month. Under projects, Mr. Kramer noted that in order to prevent inflow and infiltration, they are finding areas that flood and installing lock-sealed manholes to prevent flood waters from entering the system. Mr. Kramer said he had nothing further to report.

Mr. O'Connor mentioned that an email from a resident was forwarded to the Authority from the Township Clerk. He confirmed that it did not relate to an Authority issue and reported that Mr. Kramer had contacted the resident to discuss the matter. Mr. Strobel briefly summarized the email noting that it was from a resident of Kern Street regarding flooding and stated that the email had been forwarded by the Township Clerk to the Township Administrator, Public Works Superintendent and to the Authority's Administrator. Mr. Kramer said the resident lives at the last house before the area where all the storm drains collect. Mr. Kramer stated that he went out and took a look at the area with Mr. Kenkellen. Mr. Kramer said the area where the storm drains are to drain is obstructed with muck, debris and trash. He reported that he called and discussed the matter with Public Works Superintendent Todd Day. Mr. Kramer stated that it is an area where a lock-sealed manhole is being installed. Mr. Kramer noted that the resident complained of a "sewer odor" but he believes the odor is from stagnant water and debris in the drainage area and did not see a sewer issue. Mr. Kramer confirmed that he contacted the resident and explained that the matter is not an Authority issue but a Public Works issue. He provided the resident with Mr. Day's contact information. He also assured the resident that a lock-sealed manhole

is being installed and no sewer can escape. Mr. Kramer said that Mr. Day informed him that the area is protected State Wetlands. There was some discussion and Mr. Simpson stated that he believed utilities could be maintained within wetlands.

DIRECTOR OF PERSONNEL - RICHARD STROBEL

Mr. Strobel indicated Resolution 2018/2019-44. He stated that typically each year, at the December meeting, the Board authorizes the Fair and Open Contract Process for the upcoming fiscal year. He said the resolution authorizes that process for certain services. He said a notice is posted and responses are solicited for the Request for Proposals. He stated the proposals will be opened at the January meeting and are then reviewed internally. He noted that recommendations are made, and then awards are made at the February meeting. He confirmed there are six services for this year. He said in intermediate years, there are four services, as there are two services for which the law allows three-year contract awards. He noted that Mr. Kollar provides a link to a Google document to allow Commissioners and the Administrator to provide their proposal reviews.

Motion: Made by Mr. O'Connor and seconded by Mr. Kollar to adopt Resolution 2018/2019-44, Authorizing Fair & Open Process for 2019/2020 Contracts. Vote: All ayes

Mr. Kollar will post links to the Resolution and the Notice on the homepage of the Authority's website.

Mr. Strobel stated he had an item for closed session.

DIRECTOR OF BUDGET AND FINANCE - THOMAS KOLLAR

Mr. Kollar indicated the Treasurer's Report and Trial Balance and stated that at 83.3% through the fiscal year, total expenses are at 85.92% which is good. He said expenses were running about 10% high for much of the year but are now more in line with budget. Total expenses were at 74% at this time last year. He stated that total revenues are at 98% of budget. He noted that User Charges are at 77% versus 74% last year. He confirmed that Connection Fees are at 430% of budget.

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

Mr. Kollar submitted a list of Operating Invoices & Payroll Expenses totaling \$127,572.37 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 five requisitions for Renewal & Replacement totaling \$33,474.55 and certified that funds are available.

#18-745 JDS General Contracting	\$ 12,976.80
#18-746 Gayle Corp.	\$ 8,755.75
#18-747 Booth Mechanical	\$ 2,600.00
#18-749 R.H. Morris LLP	\$ 6,242.00
#18-750 William Thum	\$ 2,900.00

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 one requisition for the NJ Environmental Infrastructure Trust Fund totaling \$9,189.06.

#18-748 Raymond & Coleman LLP	\$ 9,189.06
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Motion: Made by Mr. Kollar and seconded by Mr. Galosi to approve payment of the NJEIT Fund requisition as submitted. Vote: All ayes

Mr. Kollar submitted six invoices for Builder's Escrow totaling \$2,126.99 and certified that funds are available.

#104618 C. Knowlton	\$ 515.00
#107267 C. Knowlton	\$ 216.25
#107270 Enser Corp.	\$ 298.75
#107269 1704 Taylors Lane	\$ 670.00
#107265 Siena	\$ 185.00
#107268 MEND	\$ 241.99

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

Mr. Kollar presented Resolution 2018/2019-45, Adoption of Budget for Fiscal Year February 1, 2019 - January 31, 2020.

Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to adopt Resolution 2018/2019-45.

Roll Call Vote taken by Secretary: Mr. O'Connor - aye, Mr. Galosi - aye, Mr. Strobel - aye, Mr. Szymkowski - aye, Mr. Kollar - aye

Mr. Kollar had nothing further for Budget and Finance. Mr. Strobel asked if there were any further matters for discussion.

Mr. Galosi asked Mr. Kramer if he had investigated whether there were any sewer manholes on Rt. 130 and Mr. Kramer confirmed that there were not any present there.

Hearing no other matters for discussion, Mr. Strobel wished a Merry Christmas to the Authority staff present at the meeting. He entertained a motion to enter into an executive session to discuss matters of personnel, 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: 7:27 PM

Motion: Moved by Mr. O'Connor and seconded by Mr. Szymkowski to return to open session. Vote: All ayes Time: 7:51 PM

Mr. Strobel entertained a motion to authorize implementation of salary adjustments of 2% for non-bargaining employees: Cynthia Doerr, Amy Williams and Kevin Kramer, effective January 1, 2019, and to authorize implementation of a \$100.00 salary adjustment for the new fiscal year for Authority Secretary Judy Devone, and to authorize implementation of Service Awards for Cynthia Doerr and Amy Williams in the same amounts as in 2017 and for Kevin Kramer at the same amount as Administrator Cynthia Doerr.

Motion: Made by Mr. O'Connor and seconded by Mr. Galosi. Vote: All ayes

Mr. Strobel stated that the Authority Solicitor will submit a resolution to memorialize the salary adjustments and service awards at the January meeting.

The meeting was adjourned at 7:53 PM.

Next scheduled meeting - Monday, January 14, 2019 at 6:30 PM