

Minutes - December 9, 2019

The regular meeting of the Cinnaminson Sewerage Authority was held on December 9, 2019 in the conference room located within the Cinnaminson Municipal Building and began at 6:30 PM.

Present were Board Members: John Conville, Richard Strobel, Frank Szymkowski and Thomas Kollar. Mr. Robert O'Connor arrived at 8:44 PM. Also in attendance were Kimberly Fitzpatrick, Administrator, Bradford Smith, Authority Solicitor, Wayne Simpson, Consulting Engineer and Kevin Kramer, Superintendent of Operations. Authority employee John Kenkellen was in public attendance along with Authority Liability Consultant Mr. Alex Villari of The Barclay Group. Representatives of Riverton Country Club: Mr. Thomas Kearns, President, Mr. Tom Hagner, Secretary and Mr. Drew White, Golf Course Superintendent were also present in public attendance.

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.

**PUBLIC COMMENT**

Chairman Richard Strobel opened the meeting to the public for comment and hearing none, moved to Old Business.

**OLD BUSINESS**

Mr. Strobel noted that the first agenda item was a correction to the approved October Operating and Payroll Expenses from the November

meeting. Administrator Kimberly Fitzpatrick explained that the check register report included checks from the second half of October and the first half of November. She stated that it was corrected to include only those checks from the month of October. The corrected total for October Operating and Payroll Expenses is \$175,218.75.

**Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to approve the revised October Operating and Payroll Expenses and the corrected check register. Vote: All ayes**

Mr. Strobel asked the Board to address the regular session minutes of November 14, 2019 and the executive session minutes of November 14, 2019.

**Motion: Made by Mr. Szymkowski and seconded by Mr. Kollar to adopt the regular session minutes of November 14, 2019 and the executive session minutes of November 14, 2019 as submitted.**

**Discussion: Mr. Brad Smith stated he had a couple suggested revisions. On page 82, fifth paragraph, in sentence twelve, Mr. Smith suggested the sentence should read: "Mr. Smith said that if the Authority doesn't enter into the agreement, the developer could bring suit against any of the entities connecting for reimbursement of their costs..." He suggested that the last sentence on pg. 82 should read: "Mr. Smith stated that a developer wanting to develop those two lots will have to reimburse costs and expenses on a pro-rata basis to Wawa for their fair share of the cost." Also, on pg. 83 in the first paragraph in the last sentence, Mr. Smith recommended that it read: "Mr. Smith highly recommended that the Board pass the resolution which allows the Chairman to execute the agreement." On pg. 87, Mr. Smith noted a typo in the first paragraph, second sentence. The word "my" should be replaced with the word "by". Also on pg. 87, in the fourth paragraph in the first sentence, Mr. Smith noted that the word "to" should be replaced with the word "and".**

**Amended Motion: Made by Mr. Szymkowski and seconded by Mr. Kollar to adopt the regular session minutes of November 14, 2019 with the revisions recommended by the Solicitor and to adopt the executive session minutes of November 14, 2019 as submitted. Vote: All ayes**

## NEW BUSINESS

### DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI

Mr. Szymkowski asked Mr. Simpson to discuss his Engineer's Status Report.

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

**Mr. Simpson:**

**M-080-146 Flow Study**

You have a report in front of you now with our findings and recommendations for future work to further investigate. There are no real corrections to be made as a result of this. This is a high level look at the system and we know certain areas are more prone to infiltration and inflow than others and I've pointed out those areas. I have recommended some specific lines that should receive a closer look. That can be done either through the Authority's own camera truck or maybe, in some instances, additional flow metering may be prudent at this time.

Mr. Strobel asked Mr. Kramer if he had reviewed the report and Mr. Kramer confirmed that he had just received it. Mr. Strobel suggested that the Board take some time to review the findings and can then discuss it further. There was some further discussion regarding what was included in the report. Mr. Simpson added that the other project being worked on is the **Manor Road Pumping Station (M-080-147)** which he said is very close to being completed and he hopes to have it out to bid within the month.

Mr. Strobel asked about the status of the development of the **Village at Cinnaminson Harbour (M-081-079)** and Mr. Simpson stated that they are working on the last two sections. He said they may have installed all the sewer lines there but they have not tested them so they can't be released from the bond.

Mr. Strobel asked about the status of **M-081-118 GLOBAL - 1105 Route 130**. Mr. Simpson confirmed that the revised plans have not yet been recommended for approval.

**DIRECTOR OF ADMINISTRATION - JOHN CONVILLE**

Mr. Conville asked Kimberly Fitzpatrick to provide an Administration update. Kim confirmed that they are just finishing up the second cycle billing of the second meter readings and the bills will be going out tomorrow morning. She thanked Kevin Kramer (and staff) for helping to route the outside second meters to alleviate some of the scheduling in the office. She stated that she believes it will be a good idea to examine the procedures involved in second meter reading in the next year. She said she thinks there are areas for improvement but she needs to learn more about the entire process. She stated that all of the third cycle, outside second meter readings are done and they are currently scheduling residents with inside second meters for appointments. She said that Amy Williams is extremely pleased with the timeliness of the billings.

Kim reported that she received paperwork regarding a request for construction of a fence on an Authority easement which came in late in the day. She said she wanted to bring it to the Board's attention as she wasn't sure of the procedure for its approval by the Board. She stated that the Authority's agreement form, which was on file, has been notarized by the Township Clerk and witnessed by Amy Williams. She stated there is a \$15 fee and it usually gets sent to the County to be recorded. Mr. Brad Smith stated that he needs to review it. Kim asked if it was something that was approved by motion or resolution in the past and Mr. Strobel stated that it was done administratively. Mr. Brad Smith recommended that it be approved by resolution going forward.

Lastly, Kim confirmed that the Domestic Violence Policy was disseminated to all the employees and they were required to sign that they had received the packet. She stated that several of the Board members have already signed as well. She confirmed that she is scheduled for upcoming training. She also confirmed that she and Kevin are scheduled for indoor air quality training in April. Kim stated that she is now set up in the system with Municipal Excess Liability (MEL) so that she can sign up for training programs. She stated that she inquired about the training for the substance abuse program required for the new CDL policy but was told it is not yet available. However, she reported there is a related supervisor training that she and Kevin can take.

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

Mr. O'Connor was absent. Mr. Strobel indicated the **Superintendent of Operations Report** submitted by Mr. Kramer and briefly read through the Operations portion noting that Plant Operations have been normal with no permit violations and that training with new employees has been going well. He also stated that the Bendpak Lift was delivered and installed. Mr. Kollar asked about the old lift and Mr. Kramer confirmed that the company that installed the new one removed it.

Mr. Strobel asked about the handling of the second meter readings since Mr. Joe Pulak's retirement and Mr. Kramer confirmed that Ed Duba has been handling them and doing a good job. Administrator Kimberly Fitzpatrick voiced her agreement and reported that Ed Duba is very detailed; keeping a very concise list and keeping the office informed of any issues or concerns.

Mr. Strobel continued reviewing Mr. Kramer's report and noted that under projects, it states that quarterly Plant maintenance was finished in November by Mr. Tony Cancila. He indicated that according to the report, the Burlington County Health Department did an inspection of permitted generators and Mr. Strobel asked Mr. Kramer if it was a routine visit. Mr. Kramer confirmed that the Burlington County Health Department has set up an appointment to come in for the

inspection the last two years. He reported that they check the paperwork to see that the monthly testing and maintenance of the generators is being recorded and that all permits are up to date. He confirmed that he filed for a permit for the new generator at Central Pumping Station through the DEP Air Quality Department which satisfied all requirements for the Burlington County Health Department.

Mr. Strobel stated that he was aware that Mr. Kramer had other items for discussion. Mr. Kramer reported that on Friday morning, he had received a phone call from Mr. Drew White, Golf Course Superintendent for Riverton Country Club. Mr. Kramer stated that Riverton Country Club was working on a new bunker and while digging, scraped an Authority pressure main. Mr. Kramer said that he and John Kenkellen went to the Country Club to meet with Mr. White and assess the situation. He reported that the line was damaged and there was sewerage coming out. He stated that it was necessary for him to report the incident to the DEP. He confirmed that he had Booth Mechanical come out right away to do a repair of the line. Mr. Kramer stated that Booth dug around the force main, which is a 14-inch asbestos concrete line with an inner lining, and discovered that the damage went through both the outer line and inner lining. Mr. Kramer stated that Booth put a clamp on the inner lining of the force main and said that he asked John Kenkellen to come to the meeting because John was present throughout the entire repair by Booth Mechanical. Mr. Kenkellen confirmed that the clamp that was placed is round and the plastic line is oval. He said there are gaps between the plastic and the clamp and Booth Mechanical does not want to be responsible for any issues with it. Mr. Kenkellen strongly recommended that the line be fixed correctly as he said it was a "Band-Aid". Mr. Strobel confirmed with Mr. Kenkellen that Booth Mechanical is warning that something needs to be done in a very timely fashion. Mr. Kenkellen said the line needs to be fused which will require that Fairfax Pumping Station is bypassed and tankers will be needed.

Mr. Simpson confirmed that it is an HDPE (High Density Polyethylene) pipe. He explained that the way that it is joined at the various pipe lengths is an electro-mechanical fuse that basically heats the pipe to a certain temperature to join the pieces and keep them together.

Mr. Strobel stated "having been on the Authority Board for many years, I recall a lot of interaction with the golf course over the years, and there are a lot of lines that run around and through it." He said he was rather surprised by the incident given that the people associated with the golf course know that there are a lot of Authority lines. He stated that the Authority and Riverton Country Club have worked together over the years on projects and said he "is well aware that these things shouldn't happen because there is a mark out law, a one-call provision, to prevent digging from resulting in these kinds of things." He asked who was present at the meeting from Riverton

Country Club, other than Mr. White, the Golf Course Superintendent, and Mr. Tom Kearns, President of the Board and Mr. Tom Hagner, Secretary, voiced their presence. Mr. Strobel asked if either of them had any comments in response to what he said. Mr. Kearns stated that he would defer any comment until after Mr. White commented. He said he had just one clarification; that it was not a new bunker but an existing bunker that was being renovated. Mr. Strobel confirmed with Mr. Kearns that the bunker was at hole number eight. Mr. Frank Szymkowski asked how far below the bottom of the bunker the line is and Mr. Drew White said that it is about a foot below the bottom of the bunker.

**Mr. White:** The old bunker was there on top of the line. The line was about a foot under the old bunker and then outside of the bunker, it was about three to four feet.

**Mr. Brad Smith:** Where you aware that there was a line there?

**Mr. White:** I was aware that there was a line further over. I was under the belief that it was closer to the property lines and was deeper down.

**Mr. Brad Smith:** Did you call for a mark-out?

**Mr. White:** I did not.

**Mr. Kramer:** There are a few things. So, we obviously called Paul Booth to come out and repair the line because there was sewerage coming out.

**Mr. Strobel:** That is an emergency and they have been, for several years, a successful bidder in that contract for emergency type repairs so that would be the proper thing to do. That is certainly an emergency situation.

**Mr. Kramer:** We did that at the time and told Drew (Mr. White) that we would call the Authority contractor out to do a repair on the line. We gave Booth a purchase order number to start the work but said Riverton Country Club would be billed for the job since, as far as I am concerned, it is not something that should be on the Authority to pay for since there was no call for a mark out. That is one thing that I wanted to let the Board know. The second item is that for the repair that needs to be done to make this a permanent fix, I am not sure what steps we need to take to direct Riverton Country Club as far as whether they would use Booth Mechanical or get their own contractor or will it go through their insurance.

Administrator Kimberly Fitzpatrick stated that Mr. Kramer called the office and she issued the purchase order since it had to be addressed right away. She confirmed that she has been in contact with Mr. Michael Rudon, General Manager/COO, of Riverton Country Club to let

him know that she was issuing the purchase order and said he is aware that they are responsible for that cost. Kim asked that the Commissioners instruct her on how to proceed going forward.

Mr. Strobel stated that he believes that there are two steps and the first one, the temporary fix, has been taken. He said step two would be the permanent fix and his sense is that the sooner the permanent fix is made the better because it could end up costing much more if there become issues with environmental problems, cleanup and additional costs. He stated that in terms of the process and the procurement of it, he believes it would be done by the Authority with a reimbursement to be made by Riverton Country Club.

Solicitor Brad Smith stated that he believes the Authority will have to take care of the repairs as it owns the line. He confirmed with Authority Engineer Wayne Simpson that Booth will have to get a subcontractor to fuse the line so that is not in Booth's contract. Mr. Smith asked about the cost and Mr. Kramer stated that Booth had estimated to Mr. Kenkellen a cost of somewhere between \$70,000.00-\$100,000.00. Mr. Kramer confirmed that the station will need to be bypassed and tankers will be needed. He said it will need to be done in the early morning or at night when there is less flow. Mr. Kramer said he needs to get more details of the job for a better idea of the cost.

Mr. Strobel stated that the normal procurement, if the Authority was looking to do a repair such as this, might be to do a formal bid because it is over the bid threshold. Mr. Simpson said that would be if there was the time to go to bid and he is not sure how long the current repair will hold. Mr. Strobel said the formal bid process would take one to two months. He stated that in the local public contracts law, there is an allowance made for emergency situations where time is of the essence. Mr. Smith was in agreement and said that is why there are emergency purchase resolutions.

**Mr. Strobel:** The Board has the authority to do that and we have exercised that in narrow circumstances but ones that are appropriate. And given our role as a utility that has lines that run hundreds of miles underneath Cinnaminson, there are, from time to time, incidents that require response that can't wait for formal bidding to take place. In narrow circumstances with the Board's specific authorization by a resolution and certifications attached justifying the emergent need, we can deviate from the norm.

Solicitor Brad Smith stated that Mr. Simpson can review it and if it is an emergency, can certify that it is an emergency and needs to be repaired.

Mr. Strobel stated that even if it falls under the exception, the Authority should do its best to shop for the best price. He said the

Authority's consulting engineering firm has experience with a number of contractors and can assist in that regard.

**Mr. Simpson:** If I may, while I am thinking this through, there are components here that can fall under Booth's contract. The one component that cannot is the fusing of the pipe.

Mr. Strobel noted that there are quoted prices from Booth that were already competitively bid. Mr. Strobel stated that the Authority should try to narrow that which is going to fall under a potential emergency exception and use the prices that it has through the competitive bidding process as much as possible. Mr. Simpson stated that he will call Booth Mechanical and find out the subcontractor they have in mind and then can see who his firm knows who might be able to give a competitive quote on that element of the work.

Mr. Smith confirmed with the representatives of Riverton Country Club that they have reported the matter to their insurance carrier. Kim Fitzpatrick confirmed that she spoke with Riverton Country Club's insurance adjustor on Friday. Mr. Smith stated that the Authority needs to advise its carrier as well and Kim confirmed she had done so.

Mr. Strobel said he appreciated the representatives of the Riverton Country Club being present as communication is very helpful as the matter is addressed jointly and is attempted to be resolved quickly and efficiently. He asked if they had any thoughts or comments on either the temporary fix or the permanent fix that is required. President of Riverton Country Club, Mr. Kearns, said he thinks getting the line fixed is paramount and he does not want to have any environmental issues. He said they will defer and work through their carrier as to the process that the Authority has to handle. He said they can look at the plans and confirmed that he and Mr. White have had discussions about the future and making sure it doesn't happen again.

Mr. Strobel asked that the Authority staff keep Riverton Country Club informed as to the status and work together to resolve the matter. Mr. Alex Villari from The Barclay Group, who was present, confirmed that Barclay represents both parties. He assured that he would be available to assist in any way.

Mr. Kollar asked about how long the temporary fix would last and Mr. Kenkellen said it was hard to say but that rain does not help. Mr. Simpson said bad weather creates more flow so the pump is on more often and there are more times when the repair is under stress from the pressure in the pipe, plus water coming down through the ground flowing past it. Mr. Kearns asked if the pipe was shut off because he said when it was hit; he didn't see anything coming out. Mr. Kenkellen stated that when the pumps are not on, nothing comes through the pipe but when they kick on, it does and he confirmed with Mr.

White that Mr. White saw it spraying out. Mr. Brad Smith said the repair needs to be done as soon as possible. Mr. Strobel stated that his recommendation was to pursue the repair through the emergency purchasing process. He said there will be formal approval of it once the certifications and resolution are prepared but in terms of giving Board direction, that is his recommendation. Mr. Brad Smith stated that it sounds like a good portion of the work is covered under the contract with Booth Mechanical but the fusion portion is the emergency part and requires some further investigation by Mr. Simpson. Mr. Kollar confirmed with Mr. Strobel that JIF would not need to be involved. Mr. Kollar, Mr. Szymkowski and Mr. Conville confirmed their agreement with Mr. Strobel's recommendation.

Mr. Smith asked about Riverton Country Club's attorney and Mr. Tom Hagner confirmed he is their attorney. Mr. Strobel thanked everyone for their cooperation.

Mr. Kenkellen said he had one further comment. He stated that it only takes twenty minutes for the wet well at Fairfax to fill up and he reiterated that is why tankers will be necessary. Mr. Strobel thanked Mr. Kenkellen and said he believes there is a responsible course to move forward with. He thanked the representatives from Riverton Country Club again.

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

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

Mr. Strobel reported that Mr. Alex Villari, Authority Liability Consultant, had submitted an email to him and Kimberly Fitzpatrick on November 21, 2019 regarding the MEL Cyber Risk Management Program application form. Mr. Strobel said it was timely, as he had recently attended the Annual AEA Fall Conference where he saw the Authority's Consulting Engineer, and there was considerable discussion regarding the issue of technology, liability issues and the best practices in order to protect the integrity of data. He stated that the matter was discussed at a previous meeting because JIF was focusing on the issue and hired a consultant who was supposed to be contacting authorities to give recommendations and discuss current practices. Mr. Villari said that the application form may have been a result of that or perhaps there was contact with Cindy Doerr because the date of approval of the Authority's provider standing was in October.

Mr. Strobel further discussed the matter stating that he had forwarded the application information to Mr. Kollar for his review. Mr. Kollar said he is aware that the Authority has a computer service provider on contract to provide firewalls, anti-virus, backups, etc. Kim Fitzpatrick confirmed that the company is LookFirst Technology and Mr. Kollar said they administer all software updates as well as provide

all the hardware, software and operating systems and configurations. Mr. Strobel asked how the Authority was associated with the company and Kim Fitzpatrick said she was not sure but she knows that the company previously had a different name. Mr. Smith said there must be a contract and Mr. Kollar said he believes it was a nominal fee. Kim Fitzpatrick stated that part of their contract allows for an onsite visit or a consult and she has scheduled the visit for when she and Mr. Kollar are available. She confirmed that it is not a training session and Mr. Strobel confirmed with Kim Fitzpatrick that all Authority employees should be trained. Kim briefly discussed that at her previous job, they had access to all their required training online through a program that was offered through their insurance company. Mr. Strobel stated that there are many online training courses available through the MEL website. Kim confirmed that she now has access as she just set herself up with MEL and she will look into cyber technology training. Mr. Kollar asked about the computers at the Plant and Kim confirmed that those computers are not affiliated with LookFirst Technology. She said once she has the consult with LookFirst, she will present the information to the Board at a meeting. Mr. Kollar confirmed that the new budget includes new computers at the Plant so the timing is good. Mr. Strobel asked Kevin Kramer if they use MEL for any training at all at the Plant. Mr. Kramer confirmed that all safety training is currently done through Mr. Harry Smith. Mr. Strobel asked Mr. Kramer about any computer security in place at the Plant and Mr. Kramer confirmed that there is basic anti-virus installed only. Mr. Villari said he believes that MEL has a company that authorities can work with. Kim Fitzpatrick said she can inquire about who the Township uses. Mr. Villari suggested that Cindy Doerr may have referred MEL to LookFirst Technology directly and that is how the application was filled out. Kim Fitzpatrick mentioned that there is another company that needs to be included in the discussion of cyber security at the Plant and that is Keystone Engineering who provides the specialized software for Plant controls. Mr. Strobel asked Mr. Villari to see if he can get any further information from MEL and Mr. Villari confirmed that a third party vendor, such as LookFirst, can be the technology expert and sign the form.

Mr. Strobel stated that he had a personnel item for executive session.

**DIRECTOR OF BUDGET & FINANCE - THOMAS KOLLAR**

Mr. Kollar indicated the Treasurer's report and Trial Balance. He said at 83.3% through the fiscal year, User Charges are at 77%. Mr. Kollar said that although it shows Connection Fees at 16% and total revenue at 66% of budget, it is not correct because as discussed last month, some connections went into to last year's budget. On the expense side, Mr. Kollar stated that total expenses are at 86% versus 85.92% last year. Mr. Kollar indicated that the office staff line item is over budget due to the overlap in Administrators and vacation payout and the medical insurance is showing at over 100%. Kim

Fitzpatrick explained that is likely due to the changes in staff and coverage circumstances. He also noted that Solids Disposal is slightly over budget.

**Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to approve the Treasurer's Report and Trial Balance as submitted with notation that the expense report should be corrected to match the previous reports. Vote: All ayes**

Mr. Kollar submitted a list of Operating Invoices & Payroll Expenses totaling \$169,464.31 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. Vote: All ayes**

Mr. Kollar submitted four requisitions for Renewal & Replacement totaling \$19,268.78 and certified that funds are available.

#19-793 Auto Plus Auto Parts	\$	5,795.00
#19-794 Booth Mechanical	\$	4,250.00
#19-795 Booth Mechanical	\$	7,150.00
#19-796 Richard Alaimo	\$	2,073.78

**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 one invoice for Builders Escrow totaling and certified that funds are available.

#112989 Micro-Tek	\$	127.50
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**Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to approve payment of the Builders Escrow invoice as submitted. Vote: All ayes**

Mr. Kollar stated there is a deletion that he would like to have Kim discuss. Kim Fitzpatrick said the matter refers to a property that sold. She said when the Title Company called for the final bill, Amy Williams inadvertently missed that there was a second meter in which a credit of \$145.20 was due. Kim confirmed that the second meter had been read but when the final bill was calculated, the second meter credit was not included. Kim asked if it should be considered a deletion or a refund. She stated that she issued a check, to be signed tonight, to send to the former resident/seller for the \$145.20 and went into the system and applied the \$145.20 as a credit to the account so it shows as a second meter credit. There was some further discussion regarding the term deletion and Mr. Kollar confirmed that it is technically not a deletion as deletions involve credits to customer accounts based on the issuance of a water company credit due

to an over estimate or leak. Mr. Strobel confirmed with Kim that it was on the check register that will be approved under the Operation Invoices and Payroll Expenses for December at the next meeting.

Mr. Kollar presented Resolution 2019/2020-30, Adoption of Budget for Fiscal Year February 1, 2020 - January 31, 2021 and recommended its approval.

**Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to adopt Resolution 2019/2020-30, Adoption of Budget for Fiscal Year February 1, 2020 - January 31, 2021.**

**Secretary Judy Devone took a roll call vote:**

**Mr. Strobel - aye**

**Mr. Kollar - aye**

**Mr. Szymkowski - aye**

**Mr. Conville - aye**

Mr. Kollar briefly discussed the necessity for email addresses for all the employees and the administration of email hosting. He reported on Microsoft Office 365 Business Essentials and said there is a monthly per user cost of \$12.50. He said it would amount to approximately \$3,000.00 per year and would include Microsoft Office 365 online tools which are PowerPoint, Excel, Word, Outlook, Publisher and Access, as well as downloadable full-featured for desktop computer. He said it also includes storage and SharePoint and comes with exchange online protection, password protections and shared schedules. Mr. Kollar said he also looked into Google's G Suite which copies the Microsoft Office 365 but uses Google Docs products which are not quite as user-friendly and cannot be download to desktop computers. He said the cost is \$12 per user per month so there is no great savings. He also mentioned Domain.com which is \$15 per user per month and said there are many providers which would give what the Authority has now, just email access for \$9/month for unlimited email addresses. He concluded that his recommendation would be to move forward to the Microsoft Office 365 Business Essentials. There was some further discussion regarding the need for all employees to have email access for the dissemination of information and access for online training. Mr. Kollar confirmed that it is cloud-based so there is no server or hardware that requires maintenance or backup.

**Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to migrate the email provider to Microsoft 365 Business Essentials as detailed previously at a cost of \$12.50 per user per month. Vote: All ayes**

**Discussion: Mr. Smith suggested that Mr. Kollar keep a record as to the different providers he researched. Mr. Kollar stated that he prepared a presentation that he will post to the document site with the information.**

Mr. O'Connor entered the meeting at 8:44 PM and confirmed that he came directly from a work meeting.

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

Mr. Strobel stated that he also had two items, aside from the personnel item, of potential litigation that he would like to discuss in closed session.

Mr. Smith stated that he would like both Mr. Simpson and Mr. Kramer to review the information regarding the matter relating to the fence on the Authority easement due to the fence location in relation to the pipe.

Mr. Strobel thanked Mr. Villari for his attendance and the productive discussion regarding cyber security issues.

**Mr. Strobel entertained a motion that the Board enter into a closed session to discuss matters of personnel and potential litigation, results to be disclosed when no longer prejudicial to the interests of the Authority. Mr. Kollar moved the motion and Mr. Szymkowski seconded the motion. Vote: All ayes  
Time: 8:48 PM**

**Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to return to open session at 9:14 PM. Vote: All ayes**

**Mr. Strobel entertained a motion that the Board reauthorize the Fair & Open Contracts Process for the four services with annual contracts: Solicitor, Consulting Engineer, Auditor and Bond Counsel. This will be posted as done in the past and proposals will be opened at the next Authority meeting in January. Motion: Moved by Mr. O'Connor and seconded by Mr. Szymkowski. Vote: All ayes**

**Mr. Strobel entertained a motion that the Board authorize compensation adjustments in the amount of 2% effective January 1, 2020 for the three non-bargaining employees: Kevin Kramer, Kimberly Fitzpatrick and Amy Williams and an adjustment in the amount of \$100.00 for Secretary Judy Devone effective January 1, 2020 and to authorize Service Awards for the three full-time non-bargaining employees: Kevin Kramer, Kimberly Fitzpatrick and Amy Williams in the same amounts that were awarded for their positions last year. A memorializing resolution will be prepared for the next meeting. Motion: Moved by Mr. O'Connor and seconded by Mr. Szymkowski. Vote: All ayes**

**The meeting was adjourned at 9:16 PM.**

**Next scheduled meeting - Monday, January 13, 2020 at 6:30 PM**