

Minutes - February 12, 2018

The regular meeting of the Cinnaminson Sewerage Authority was held on February 12, 2018 in the court room located within the Cinnaminson Municipal Building and commenced at 7:00 PM.

Mr. 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 2017 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, Thomas Kollar, Frank Szymkowski and Richard Strobel. Mr. Peter Galosi was absent. Also in attendance were Cynthia Doerr, Administrator, Wayne D. Simpson, Authority Engineer, Bradford Smith, Authority Solicitor and Superintendent of Operations Kevin Kramer.

Authority employees Amy Williams, Matthew Naisby and Charles Staub were in public attendance along with Mr. Ben Young, formerly of Township Committee.

Mr. Strobel signed his oath of office and Mr. Brad Smith notarized it.

Mr. Strobel noted that the Board would close out matters from the last fiscal year, reorganize and then address matters from the new fiscal year.

**PUBLIC COMMENT**

Mr. Ben Young stated that he was interested in hearing an update regarding Taylor's Lane and Mr. Strobel noted it would be discussed in Construction after reorganization.

**OLD BUSINESS**

Mr. Strobel asked the Board to address the regular session minutes of January 8, 2018.

**Motion: Made by Mr. O'Connor and seconded by Mr. Kollar to adopt the regular session minutes of January 8, 2018.**

**Discussion: Mr. Brad Smith stated that he had two minor suggested corrections to the minutes. On page 113, the end of the second line should read: "...it was evident that there were other structural issues. Also on pg. 117, the seventh full sentence should read, "Mr. Simpson said he could compare it to the clubhouse in the Harbour and check it for consistency." Mr. O'Connor noted that on pg. 109 under attendance, it should read "Mr. Ben Young, formerly of Township Committee."**

**Amended Motion: Made by Mr. O'Connor and seconded by Mr. Kollar to adopt the regular session minutes of January 8, 2018 with the corrections as noted by Authority Solicitor and Mr. O'Connor. Vote: All ayes**

Mr. Strobel commented that the Authority has the most comprehensive meeting minutes he has seen. He said it speaks to its transparency and he thanked Secretary, Judy Devone, for her work.

Mr. Strobel indicated the next agenda item, Resolution 2017/2018-41, and said it was an emergency purchase resolution for polymer. He asked why it was an emergency purchase. Mr. Simpson explained that it is an ongoing situation still responding to the Plant start up. He confirmed that this week, the second company's polymer started being tested. He said it was necessary to wait until the Plant was stable enough to do the testing. He said that a system is in place right now where less response is required; however, the polymer usage is still up. Mr. Simpson said the return activated sludge pump improvements which are upcoming should help with using less polymer. He confirmed that in the meantime, the polymer usage has to be at a level that will enable compliance at the Plant. Mr. Simpson said if the second vendor test is successful, the Authority will have two alternatives and can put together a non-proprietary specification to go out to bid. He said that would eliminate emergency purchases going forward. Mr. Brad Smith confirmed to Cindy Doerr that a report had to be filed with the State.

**Motion: Made by Mr. O'Connor and seconded by Mr. Kollar to adopt Resolution 2017/2018-41, Emergency Purchase, as submitted.**

Mr. Strobel turned the meeting over to the Secretary for the purpose of electing a Chairman for the Fiscal Year February 1, 2018 to January 31, 2019.

**REORGANIZATION**

Secretary Judy Devone began by opening nominations for Chairman for the new fiscal year.

**Motion: Made by Mr. O'Connor and seconded by Mr. Kollar to nominate Mr. Richard Strobel as Chairman for the fiscal year February 1, 2018 to January 31, 2019.**

**Mrs. Devone asked if there were further nominations. Mr. O'Connor moved the nominations closed and Mr. Kollar seconded the motion.**

**Vote: All ayes**

Judy Devone congratulated Mr. Strobel and turned the meeting over to him as the newly elected Chairman.

Mr. Strobel: It is an honor to serve on behalf of the residents of Cinnaminson in this capacity. I don't take it lightly and I think it is important that we set a good example for how public entities should function. I think we've done that effectively and I appreciate the support and work of my colleagues. I thank those who, on a daily basis, help this Authority (and I see a number of them here) accomplish our important public mission. We are a public utility that serves the residents of Cinnaminson and we've been able to modernize our Plant, do a number of upgrades, we've been able to cooperate with the Township on a number of economic development projects and have been able to keep rates stable for almost a decade. Let's hope we have another good year and I appreciate the support.

Mr. Strobel continued by opening nominations for Vice Chairman.

**Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to nominate Mr. Robert O'Connor as Vice Chairman for the fiscal year February 1, 2018 to January 31, 2019. Vote: All ayes**

Mr. Strobel opened nominations for Treasurer.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to nominate Mr. Thomas Kollar as Treasurer for fiscal year February 1, 2018 to January 31, 2019. Vote: All ayes**

Mr. Strobel opened the nominations for Secretary.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to nominate Mrs. Judy Devone as Secretary for fiscal year February 1, 2018 to January 31, 2019. Vote: All ayes**

Mr. Strobel declared all nominations closed.

Mr. Strobel proceeded with the appointment of a legal newspaper. He said that in the past the Authority has appointed the Burlington County Times as the official legal newspaper and the Courier Post as the alternate official newspaper.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to appoint the Burlington County Times as the Authority's official legal newspaper and the Courier Post as its alternate official legal newspaper. Vote: All ayes**

Mr. Strobel asked if there was a motion for the appointment of a physician. Mr. Strobel confirmed with Cindy Doerr that the employees have been using WORKNET and are pleased with their services.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to appoint WORKNET as the Authority's physician for the new fiscal year. Vote: All ayes**

Mr. Strobel thanked those who participated in the evaluation process. He said that after pooling all the results, he had the following recommendations for the Appointment of Professionals: He recommended that the firm of Smith & Smith be reappointed as Solicitor, the Alaimo Group be reappointed as Consulting Engineer, Holman, Frenia, Allison PC be reappointed as Auditor and Raymond, Coleman, Heinold & Norman LLP be reappointed as Bond Counsel.

**Motion: Made by Mr. O'Connor and seconded by Mr. Kollar to approve the Chairman's recommendations for the appointment of professionals Vote: All ayes**

Mr. Strobel noted that there is a resolution, Resolution 2018/2019-2, to appoint the professionals with all the proper language that is required under the law.

**Motion: Made by Mr. O'Connor and seconded by Mr. Kollar to adopt Resolution 2018/2019-2, Appointment of Professionals.**

Mr. Strobel presented Resolution 2018/2019-4, Annual Notice of Meetings. Mr. Strobel stated the resolution continues the practice of meeting at the Municipal Building on the second Monday of each month with two exceptions, for Columbus Day in October and Veterans Day in November, where those meetings would be moved back to the Thursdays of those weeks. He said that the Board had already discussed moving up the start time and stated other entities have done the same. He noted that the resolution would change the meeting start time to 6:30 PM.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2018/2019-4, Annual Notice of Meetings. Vote: All ayes**

Mr. Strobel presented the annual Staff Designations Resolution, 2018/2019-3, and stated it was designations of staff to positions that are required by law.

**Motion: Made by Mr. O'Connor and seconded by Mr. Kollar to adopt Resolution 2018/2019-3, Staff Designations. Vote: All ayes**

Mr. Strobel presented Resolution 2018/2019-5, Designating Certain Banking Institutions and Depositories for Authority's Funds.

**Motion: Made by Mr. O'Connor and seconded by Mr. Kollar to adopt Resolution 2017/2018-5, Designating Certain Banking Institutions and Depositories for Authority's Funds. Vote: All ayes**

Mr. Strobel asked about Resolution 2018/2019-6, Chairman's Signature Authorization, authorizing the Chairman to sign documents on behalf of the Authority that require an Authority Representative to sign.

Secretary Judy Devone and Administrator Cynthia Doerr confirmed that the resolution was inadvertently omitted and would need to be addressed at the next meeting.

Mr. Strobel made the following appointments as Chairman:  
 Mr. Kollar as Director of Finance & Budget  
 Mr. O'Connor as Director of Operations  
 Mr. Szymkowski as Director of Construction  
 He appointed himself as Director of Personnel  
 Mr. Galosi as Director of Administration  
 Mr. Strobel said he would continue as JIF Fund Commissioner.

The reorganization portion was concluded and Mr. Strobel moved to New Business.

## **NEW BUSINESS**

### **DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI**

Mr. Szymkowski asked Mr. Simpson to review his report.

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

Mr. Simpson:

#### **M-080-130 Plant Improvements**

The work is substantially complete and the Plant has been operating well. The Plant was tested last night with over twice the flow rate the Plant has had in the past. It was over capacity of the Plant but the Plant and the operating personnel did a great job. I saw the lab results from today: 90% removal across the board even with that challenge.

Kevin Kramer confirmed that the flow was at 2.6 million. There was a brief discussion regarding whether there was significant infiltration or whether it came from sump pumps. Kevin Kramer confirmed that the equalization tank had reached 19.5 feet and it is 20 feet. Mr. Simpson stated that the overflow bypass is at 18 feet. Mr. Simpson also confirmed that only one of the two aeration tanks was online but said that all six final clarifiers were brought online last night. Mr. Kollar asked if the situation called for more polymer and Mr. Kramer confirmed that it did.

**Mr. Simpson continued his report:**

Today, we had a conference call with Mr. Bill Smith, Kevin Kramer, Keystone Engineering and I to go over the SCADA system to help manage situations like last night and to eliminate swings in the oxygen levels in the aeration tank. It is an ongoing process.

**M-080-141 Taylors Lane Sewer Extension**

The last manhole was installed today so that line should be ready for testing later this week. If it tests OK, the laterals can be constructed to the properties along either side. In talking to the contractor and seeing some of the other utilities, such as the electric conduit that runs underneath the sidewalk on the north side, there might be interference in getting gravity flow out of some of the houses. There are probably going to be some additional homes that will require a small grinder pump in order to hook into the system. We will work that out in the field as best as we can but you may hear from some of the residents. That electrical conduit is encased in concrete so if it is where the lateral must go, we can't change our grade because the sewerage wouldn't flow. We will avoid it where we can but it may be an issue. Also on Taylor's Lane, the water company will be starting up soon to replace their line. We met with them two weeks ago. After that, the road will be ready for paving which we have bids on.

Mr. Simpson stated that his original award letter had the wrong contract price and he has a revised letter coming. He said he is recommending award to Barrett Paving Company for the low bid price of \$163,345.00. Mr. Brad Smith confirmed that the price is correct in the resolution. Mr. Strobel presented Resolution 2018/2019-9, Award of Bid Taylor's Lane Road Improvements.

**Motion: Made by Mr. O'Connor and seconded by Mr. Kollar to adopt Resolution 2018/2019-9. Vote: All ayes**

Mr. Simpson confirmed that he would be filing the package of paperwork that goes to the Trust Fund. He said the award is pending approval to the State.

Mr. Strobel asked if Mr. Simpson had anything further. Mr. O'Connor noted there was a release of an easement resolution. Mr. Simpson

confirmed that it is in the Siena development. Mr. Brad Smith confirmed that it is an easement from 1963 that was never utilized. He said it is of no use to the Authority at this point. Mr. Strobel said he understands that Siena is gearing up for more buildings and Mr. Simpson stated that in the process, they discovered that this old easement was still within their property. He confirmed that he searched through the Authority's as-built maps and historical information he had, and confirmed that there has never been a sewer line within that easement and there is no use for it now within the Siena development. He said they are not running any sewer lines in it. Mr. Brad Smith stated there was an email to Cindy Doerr regarding the easement from Hovbros and she had forwarded it to him. He confirmed that he reviewed it and sent it to Mr. Simpson.

Mr. Smith stated he had a formal document for Mr. Strobel to sign and he would send it to the Hovbros' attorney who would file it with the County Clerk's office.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2018/2019-1, Easement Release. Vote: All ayes**

**Mr. Simpson continued with this report on developments:**

**Mr. Simpson:**

New Jersey American Water Company is still contemplating testing and purging of two wells on New Albany Road. They have postponed that basically for the winter because they need temperatures above freezing all night to keep the flow from their frac tank discharging into the sewer line. We are requiring them to discharge at a very slow rate and they don't want that to freeze. Once they are able to start again, we will coordinate that with your field personnel to make sure everything is safe.

**M-081-127 Cinnaminson Baptist Church**

There will be a three lot subdivision which we discussed last month. There is a small sewer extension. We had at first said they need a DEP extension permit but they pointed out that there is only one connection and the DEP regulations state that for less than three buildings, you don't need to file for an extension permit so it is not necessary.

**M-081-128 1700 and 1702 Taylor's Lane**

They are the first to request connection into the new main. We have reviewed and approved their connection.

Mr. Strobel asked who it was for and Mr. Simpson confirmed it was Whitesell.

**Mr. Simpson continued:**

**M-081-129 Burger King - 2802 Route 130**

There is a Burger King proposed for the old bank building on Chestnut Hill Drive and Route 130 and we approved their plan.

**DIRECTOR OF ADMINISTRATION - PETER GALOSI**

Mr. Galosi was absent. Mr. Strobel asked Cindy Doerr if there were any matters for Administration and she stated that Mr. Kollar would discuss options for a new accounting/payroll program. Mr. Kollar stated that both Cindy and Amy had researched some options for a new system that would also allow online payment for ratepayers. He stated the two primary providers to most utility authorities in the State are Harris, the Authority's current provider, and Edmunds. Cindy Doerr confirmed that she and Amy had demos from both providers. Mr. Kollar confirmed that he and Cindy had a follow up conversation with Mr. Edmunds regarding questions about capabilities and the ability for cloud support. Mr. Kollar stated that the Authority now has two proposals, both priced in the \$25,000.00 range for initial licensing and the transition labor and set up. He said the Edmunds option for cloud support and hosting is roughly \$10,000.00/year. There was a brief discussion regarding the current set up and data backup. He stated the cost for online payment is less expensive with Edmunds and there was a brief discussion regarding credit versus debit payment fees. Mr. O'Connor briefly discussed the ACH Withdrawal and a conversation he had with a ratepayer and asked if ratepayers would be able to see their account information with the new progra. Cindy Doerr confirmed that would be available. A brief discussion ensued. Mr. Kollar stated that based on Cindy Doerr's recommendation as well as his review of the proposals, he thinks Edmunds provides more and is directly compatible with the Township's system. Mr. O'Connor asked about the timeline to change over. Cindy Doerr stated that the Auditor recommends changing at the end of the Fiscal Year which just passed. Mr. O'Connor discussed switching over sooner and Amy Williams confirmed that Edmunds stated it would take 6-9 months to go live. Mr. Strobel thanked Cindy Doerr, Amy Williams and Tom Kollar for their research.

**Motion: Moved by Mr. Kollar and seconded by Mr. Szymkowski to proceed with the purchase of a new Finance Super Suite, Utility Billing and WIPP (online inquiry and payment) System as well as Cloud Hosting from Edmunds & Associates based on their December 20, 2017 proposal. Vote: All ayes**

Mr. O'Connor noted that he would like to see the project move forward sooner than the start of the next fiscal year and said he would like the Authority to work with the Auditor to make that happen. Mr. Kollar added that there is also a purchase order component available with the new system and there was a brief discussion.

Mr. Brad Smith stated that while on the subject, there was an OPRA request from a company called Smart Procure. He said they only wanted

information such as: purchase order numbers, purchase dates, line item details, line item price and vendor ID number and address if available in electronic format. He confirmed that the Authority did not have that information available in electronic format to transmit so the request was withdrawn. Cindy Doerr confirmed that the company collects government data and was looking for five years of data on vendors. A brief discussion ensued.

Mr. Kollar confirmed that he would post the two proposals for new accounting/billing programs in a folder on the document site for the Commissioners' review.

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

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

#### **Superintendent of Operations Report - Kevin Kramer**

Mr. Kramer confirmed there were no permit violations during the past month. He said polymer is still being used to help settle the solids in the final settling tanks as discussed by Mr. Simpson earlier. He said the return pumps should help diminish the necessary quantity of polymer being used. He stated that the diesel back up pumps continue to be rented in case needed at the influent pump station until work can be completed there. Mr. O'Connor asked about the time frame for the new pumps to arrive and Mr. Kramer confirmed they should arrive in mid-March. Mr. Kramer confirmed that Mr. Dave Stewart, DEP Inspector, visited the Plant on January 16. He said that Mr. Stewart was happy with the progress of the upgrades and how the Plant is operating. Kevin confirmed there was no safety training for the month but reported it usually starts up in the spring. He stated employees are being trained on the new equipment at the Plant and said there is some learning curve. Kevin stated that he would like to get the Preventative Maintenance Program back out on the road again. He reported that due to the upgrades, it had not been scheduled but said they are training employees on the jetter and he would like the employees to be out 3 days/week in the spring. Mr. Strobel asked if he had a particular schedule and Mr. Kramer stated that he and Mr. Kenkellen are dividing the town into four sections. He said he will have the employees do one section in a two-month period and will target problem areas first.

Mr. O'Connor indicated Resolution 2018/2019-8 and stated that it is an Emergency Purchase for the emergency bypass pump rental system in case it is needed as Mr. Kramer had mentioned in his report.

**Motion: Moved by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2018/2019-8. Vote: All ayes**

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

**DIRECTOR OF PERSONNEL - RICHARD STROBEL**

Mr. Strobel stated that the AEA Spring Conference is approaching and asked interested parties to let Cindy Doerr know for registration.

Mr. Strobel reported that the Authority had previously put out two help wanted ads. He said that both he and Mr. Kramer were in agreement that they should seek further local applicants. He confirmed that they decided to post the employment opportunity on frequently visited social networking media sites in the area and he did so on about five of them. He reported that they received six responses from local individuals and confirmed that he and Mr. Kramer would choose a few to interview. Mr. Strobel noted that there is one spot to fill right away and said there will likely be a second spot to fill this year.

**TREASURER - THOMAS KOLLAR**

Mr. Kollar indicated the Treasurer's report and Trial Balance. He said the Authority had a good year and reported that User Charges came in at 97% versus 101% last year. He said total revenues came in at 98%. He noted that Connection Fees came in at 131%. On the expense side, he said expenses finished at 90.66% of budget versus 92.25% last year. He said overall it was a good year and he commended Cindy Doerr and the Plant employees for their efforts. Lastly, he noted that Capital Expenses finished right at 100%.

**Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski 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 \$196,893.03 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 one requisition for Renewal & Replacement totaling \$3,940.00 and certified that funds are available.

#18-676 Booth Mechanical, Inc.	\$ 3,940.00
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**Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to approve payment of the Renewal & Replacement requisition as submitted. Vote: All ayes**

Mr. Kollar submitted three requisitions for the NJ Environmental Infrastructure Trust Fund totaling \$134,022.38 and certified that funds are available.

#18-697 Quad Construction, Inc.	\$ 30,951.86
#18-698 Booth Mechanical, Inc.	\$ 102,394.53
#18-699 Raymond & Coleman LLP	\$ 675.99

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

**Discussion: Cindy Doerr confirmed that the money has not yet been received for Quad Construction but said she would pay it as soon as it becomes available.**

**Amended Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to approve payment of the NJEIT Fund requisitions with the Quad Construction requisition payment contingent on receipt of funds. Vote: All ayes**

Mr. Kollar submitted four invoices for Builder's Escrow totaling \$8,685.04 and certified that funds are available.

#101668 Bajwa Petroleum	\$ 364.28
#101670 Wawa at Taylor's Lane	\$ 7,402.01
#101669 Mercer Car Wash	\$ 485.00
#101671 Wawa at Church Road	\$ 433.75

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

Mr. Kollar submitted one deletion from the month of January totaling \$409.20 and certified that funds are available.

**Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to approve the deletion amount and to credit the customer's account accordingly. Vote: All ayes**

Mr. Kollar presented Resolution 2018/2019-7, Quarterly Withdrawal totaling \$620,404.00.

**Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to adopt Resolution 2018/2019-7, Quarterly Withdrawal. Vote: All ayes**

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

Cindy Doerr stated she had a personnel item for discussion in closed session.

Mr. Simpson stated he had an item. He saw on the document site that the Authority had received an email from the Township regarding their inspector on Taylor's Lane and fees to the Authority. Mr. Simpson confirmed that Alaimo has an inspector present, and always has an inspector present, on all Authority projects. Mr. Simpson confirmed that in the past, they have deferred to other professionals so he wanted the Authority to have the information. Mr. O'Connor stated that he would contact the Township regarding the matter.

Hearing no other matters for discussion, Mr. Strobel stated there was one item for executive session and entertained a motion to adopt a resolution to enter into an executive session to discuss personnel, results to be disclosed when no longer prejudicial to the interests of the Authority.

**Motion: Moved by Mr. Kollar and seconded by Mr. Szymkowski. Vote: All ayes Time: 8:30 PM**

**Motion: Made by Mr. O'Connor and seconded by Mr. Kollar to return to open session at 8:35 PM and the meeting was adjourned.**

**Next scheduled meeting - Monday, March 12, 2018 at 6:30 PM**