

Minutes - February 11, 2019

The regular meeting of the Cinnaminson Sewerage Authority was held on February 11, 2019 in the court room located within the Cinnaminson Municipal Building and commenced at 6:30 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 2018 within seven days of the Board's reorganization meeting;
- (c) filing the Annual Notice of Meetings Resolution with the Clerk of the Township of Cinnaminson; and
- (d) mailing the Annual Notice of Meetings Resolution to any persons who shall have prepaid to receive such notice.

This statement shall be entered into the minutes.

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

Authority employees Matthew Naisby and Charles Staub were in public attendance along with Mr. Timothy Latimer and Mr. Alex Villari, representatives of The Barclay Group of Riverton.

Mr. Strobel swore in new Commissioner John Conville and introduced him to the Board and staff. Mr. Strobel noted that Mr. Conville served on the Planning Board and Zoning Board in Cinnaminson, has been active in many civic organizations and in his church, St. Charles, as well as involved in youth sports. Mr. Strobel stated that John and his wife have three children.

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

OLD BUSINESS

Mr. Strobel asked the Board to address the regular session minutes of January 14, 2019. He mentioned that the Secretary reported some issues with the recording device.

Mr. O'Connor confirmed with Authority Solicitor Mr. Brad Smith that the executive session minutes could be addressed in open session and that there were no recommended corrections to the regular session minutes.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt the regular and executive session minutes of January 14, 2019 as submitted. Vote: Mr. Conville abstained, all others aye

Mr. Strobel asked Commissioners to turn their attention to Resolutions 2018/2019-48 and 2018/2019-49, Emergency Purchases. Mr. O'Connor commented on Resolution 2018/2019-48 regarding the rental generator at Central Pump Station, saying that it was unfortunate but necessary to have the rental pump. He said Authority Engineer Wayne Simpson is working on the specifications and Mr. Simpson confirmed that the fabrication and installation of the generator will take approximately 6 months or more depending on the lead time after approval of shop drawings and award of bid. Mr. Strobel confirmed with Mr. Simpson that it is estimated that the total monthly rental cost will exceed the bid threshold before the installation of the replacement. Mr. Strobel confirmed with Mr. Kramer that he is satisfied with the rental generator and Mr. Kramer reported that it is tested weekly.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2018/2019-48. Vote: All ayes

Mr. Strobel stated that Resolution 2018/2019-49 deals with adjustments needed to be made to the Plant SCADA system and he read aloud from the resolution. Mr. Kramer stated that the Plant Improvements Project necessitated changes in the programming set up and Keystone Engineering provided more services than usual during the course of the year. Mr. Kollar asked about the issues and Mr. Kramer briefly discussed issues with the DO control in the aeration tanks. Mr. Simpson confirmed that Keystone Engineering was brought in to adjust the SCADA system both for the aeration system and for handling storm flows. He said they adjusted the way the SCADA reads information from the equalization tank and controls the amount of flow that comes into the Plant. Mr. Simpson also confirmed that Keystone has been coming in on an as-needed basis since the new system start-up.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2018/2019-49. Vote: All ayes

Mr. Strobel stated that Resolution 2018/2019-50 is for award of the Generator Maintenance Contract which was bid. Mr. Simpson stated there were two responses. He noted that Atlantic Switch and Generator was the low bidder at \$30,890.00 and confirmed the bid was \$210.00 lower than last year's bid price. He reported the other bid was for \$42,220.00 from EMR Power Systems. Mr. Strobel confirmed with Mr. Kramer that he was satisfied with the services from Atlantic Switch and Generator.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2018/2019-50. Vote: All ayes

Mr. Strobel turned the meeting over to the Secretary for the purpose of electing a Chairman for the Fiscal Year February 1, 2019 to January 31, 2020.

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. Szymkowski to nominate Mr. Richard Strobel as Chairman for the fiscal year February 1, 2019 to January 31, 2020.

Mrs. Devone asked if there were further nominations. Mr. O'Connor moved the nominations closed and Mr. Szymkowski seconded the motion. Mrs. Devone called for a vote on the nomination. Vote: All ayes

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

Mr. Strobel: We had a successful year. We moved the ball forward on a number of fronts. We've had rate stability for a decade as well as good customer service which includes new options for people to pay their bills. We had a successful Plant Upgrade and projects to keep our system operating at peak efficiency. We want to continue that progress, good service at a good cost; if every utility did that, we would be better off.

He 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, 2019 to January 31, 2020. Mr. Kollar moved the nominations closed and Mr. Szymkowski seconded the motion. Vote on the nomination: 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, 2019 to January 31, 2020. Mr. O'Connor moved the nominations closed and Mr. Szymkowski seconded the motion. Vote on the nomination: 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, 2019 to January 31, 2020. Mr. O'Connor moved the nominations closed and Mr. Szymkowski seconded the motion. Vote on the nomination: 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 in Pennsauken 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 stated that professional appointments are made pursuant to the Fair and Open Process in accordance with the N.J.S.A. 19:44A-20.4 et seq. and distributed a tally sheet to Commissioners and staff that he had prepared based on the evaluation process. He noted that there were six services for which the Authority had requested proposals and said the scores were above average, and in some cases were well above average for various services. He stated that the highest score was a 98.3 for the firm of Smith & Smith. He noted that Holman, Frenia, Allison, PC scored a 97 for Auditor and The Alaimo Group scored a 95.7 for Engineer. He stated that all of those proposals were responsive, said the high scores merit their reappointment. He confirmed that was his recommendation. He reported that for Bond Counsel there was one proposal with a score of 83.7 for the firm of Raymond, Coleman, Heinold, LLP and said they were responsive. He reported that for Health Insurance Broker, James A. Bristow scored a 92 and said he was

responsive. He confirmed there were competing proposals for Liability Insurance Broker with one firm with a score of 83 and another with a score of 87.3. He reported the incumbent provider had the 83 and the competing proposal had the higher score. He stated that he had listed the reviewers of the proposals on the reverse side of the tally sheet. He thanked Administrator Cynthia Doerr who had reviewed all the proposals and thanked all the Commissioners for their evaluations. Mr. Kollar noted for the record that the total for The Barclay Group was incorrect on the tally sheet and should be 262 not 221, but he stated that the average score was correct.

Mr. Strobel asked the Board to address the professional appointments.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski that Mr. Brad Smith of the firm Smith & Smith be appointed as Solicitor for the new fiscal year. Vote: All ayes

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski that The Alaimo Group be appointed as Consulting Engineer for the new fiscal year. Vote: All ayes

Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski that the firm of Holman, Frenia, Allison, PC be appointed as Auditor for the new fiscal year. Vote: All ayes

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski that the firm of Raymond, Coleman, Heinold, LLP be appointed as Bond Counsel for the new fiscal year. Vote: All ayes

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to appoint The Barclay Group as Liability Insurance Broker for a 3-year term.

Discussion: Mr. Strobel reported that both firms showed strong capacity to serve as far as experience and expertise in the field but said what seemed to be the separation was that the proposal from The Barclay Group would save the Authority money. He said he welcomed the opportunity for The Barclay Group to serve the Authority well and to save a bit for the ratepayers who the Board represents.

Vote: All ayes

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to appoint Mr. James A Bristow as Health Insurance Broker for a 3-year term. Vote: All ayes

Mr. Strobel stated that there is a resolution, Resolution 2019/2020-1, Appointment of Professionals, to memorialize the appointments that were made by motion.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2019/2020-1, Appointment of Professionals. Vote: All ayes

Mr. Strobel presented Resolution 2019/2020-2, 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 at 6:30 PM 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.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2019/2020-2, Annual Notice of Meetings. Vote: All ayes

Mr. Strobel presented the annual Staff Designations Resolution, 2019/2020-3, and stated it was designations of staff to positions that are required by law.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2019/2020-3, Staff Designations. Vote: All ayes

Mr. Strobel presented Resolution 2019/2020-4, Designating Certain Banking Institutions and Depositories for Authority's Funds.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2019/2020-4, Designating Certain Banking Institutions and Depositories for Authority's Funds. Vote: All ayes

Mr. Strobel asked about Resolution 2019/2020-5, 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. Smith confirmed that he had prepared the previous year's resolution.

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. Conville 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-080-007 Central Pumping Station Generator

We are working on this design and I expect to have this finished and out this week. We will advertise for bids to be received before the next meeting.

Mr. Strobel asked for the estimate and Mr. Simpson stated he believed it was for approximately \$300,000.00 which includes the removal of the underground storage tank. Mr. Kollar asked about analysis to see if there is any contaminated soil and Mr. Simpson confirmed that the proposal for the contract will require the contractor to be a Licensed Site Remediation Professional. He confirmed that if there is anything found, there are some bid items in the contract for proceeding step-by-step as necessary.

M-081-120 Mercer Car Wash

I have been working with the developer on this project to try to get them off their bond and get the punch list resolved.

Mr. Strobel commented that it has been on the report for a long time. Mr. Simpson stated that it revolves around the video inspection of the sewer line after construction which is required. Mr. Simpson reported that in the video, the camera looks like it has gone underwater which indicates to him that there is a dip in the line. He said Root 24 is doing the inspection and they feel there was something faulty in the way their operator ran the video inspection so it will be done again. Mr. Simpson confirmed that if it looks again that there is a dip in the line, the contractor will have to go in and lift up a portion of the pipe to eliminate the dip.

Mr. Simpson continued his report:

Mr. Simpson:

M-081-135 Enser

We have had some connections along Taylors Lane; Enser was successful. They are right next door to the Fire Company and they had the same conditions in the trench and they got through it in a day.

Mr. Strobel indicated there have been some developments with the Fire Company since the last meeting and asked Mr. Simpson to update the Board.

Mr. Simpson: We met with the plumber for the Fire Company and we met with the contractor for the Wawa that installed the service connection from the main to the curb. We are hearing slightly different stories

from each one. Whereas the plumber says the stub for the lateral was placed right up against the PSE&G conduit that runs along the curb, the contractor for Wawa says there is sufficient room but everyone is going under the conduit and that is the way it should have been done. The plumber has stated that there is too much water in the hole to get under the conduit. It is only six feet deep and the plumber for Enser got past it pretty quickly so I left it with the Fire Company that since I have conflicting reports, I need to have the hole opened. The Fire Company said they will open it but if it proves that their plumber is right, they will be looking for Wawa's contractor to pay for making them reopen the excavation. We said we will address that when we find out what is going on.

Mr. Simpson confirmed that the Fire Company has not called him back to schedule a joint inspection of the re-excavation of their line. Mr. Simpson confirmed that they are currently connected by bringing their lateral over the top of the PSE&G conduit (the duct bank) and turned ninety degrees down into the stack of the cleanout riser to go into the sewer line. He said that eventually that will clog and there is no easy way to clean it out.

Continuing with Construction, Mr. Simpson stated that he had two proposals, one of which was discussed last month for some flow monitoring in the sewer system. He stated that he put the proposal together quickly because this is the best time of year to try to capture some storms and get the flow meters installed to help pinpoint the areas in town where there might be a cross connection or a leaky sewer that needs to be fixed. He reported that he obtained three quotes on the metering services and the lowest quote was from CSL in the amount of \$17,500.00. He said Alaimo's services would be about \$5,000.00 so the total proposal is for \$22,500.00. Mr. Simpson confirmed that the metering provider would work as Alaimo's subcontractor.

Mr. Strobel mentioned some of the issues relating to infiltration which had been previously discussed such as at Steel's Pond and other areas where manhole lids have been replaced, and he asked Mr. Kramer for his recommendation. Mr. Kramer confirmed that he recommends the flow monitoring as it has been effective with other Authorities. He said it will eventually cut down the inflow that comes in by helping to locate it. Mr. Strobel stated he is hopeful it would also help cut down on chemical usage, polymer, which negatively impacted the budget. Mr. O'Connor said he believes it is something that will help the employees work to fix infiltration problems and though costly, will be money well spent.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to proceed with proposal MH-19-015 for Engineering Services Infiltration and Inflow. Vote: All ayes

Mr. Simpson presented a second proposal, for the Manor Road Pumping Station. He reminded the Board that it was discussed at the end of last year and he was directed to present a proposal at the beginning of this fiscal year. He noted that the project had been considered in the Authority's budget. Mr. Kramer briefly discussed issues with the pumping station, noting especially the need for upgraded electrical power to the grinder pumps and safety issues which need to be resolved. He stated that the Authority was not originally involved in the design of the station.

Motion: Made by Mr. O'Connor and seconded by Mr. Kollar to proceed with proposal MH-19-016 for Engineering Services Manor Road Pumping Station. Vote: All ayes

Mr. Szymkowski confirmed there was nothing further for Construction and Mr. Strobel moved to Administration.

DIRECTOR OF ADMINISTRATION - JOHN CONVILLE

Mr. Strobel welcomed Mr. Conville to the position of Director of Administration. Mr. Strobel stated that Administration has seen the update of a new system and said Cindy Doerr can discuss it with Mr. Conville and further update the Board on it. Mr. Strobel also noted that the option of online bill payments had been added. He confirmed that the Authority has allowed, for a number of years, ratepayers to sign up for automatic debits but said people can now also pay by e-check or credit card. Mr. Strobel stated that The Cinnaminson Sun recently mentioned the new options in an article and Mr. O'Connor confirmed that it was mentioned with favor in the Cinnaminson Neighbors and Friends Facebook forum.

Cindy Doerr estimated that the Authority has received approximately 100 online payments through January. She added that there would be a notice on Authority bills in March and April regarding the new payment options. She confirmed that the majority of the payments are being made by e-checks, not credit card, and said the fees are paid by the customer; \$1.05 for e-check and 2.95% of the total for credit card.

Cindy stated that she was happy with the new Edmunds system and thinks it is very efficient. She said things will go faster as they are more familiar with the system. She said there are some more steps involved with some of the processes than with the other system. She confirmed that they got a little backlogged due to the two weeks of training so January was a very busy month. She stated that the online payments are working well and there have been no problems. Mr. Kollar asked about the availability of account information online and Cindy confirmed that Title Companies are now able to look up the information themselves by address. Cindy stated that she would like to see if something can be done going forward to improve dealing with second meters which is all manual work and is very time consuming. Mr.

Strobel asked her to give some thought as to how to improve it and report back. Cindy confirmed that there are currently over 600 second meters. There was some further discussion regarding reading the meters and the administrative fee.

Cindy also reported that she had posted some information to the document site on the AEA Conference on March 12-13 in Atlantic City and she briefly reviewed the schedule.

Mr. Kollar asked Cindy if she had received a quote on monitors and desktop computers for the office and she confirmed she hadn't received it yet.

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 they were able to do some preventive maintenance on the road during the week of warmer weather. He reported that he was contacted by Mr. Todd Day from the Department of Public Works regarding assisting with clearing of some storm sewer drains with the vacor truck and he confirmed that John Kenkellen and Rob Trammell went out and helped.

He reported that there were no safety training courses but said they will start again in March. Mr. Strobel asked if anyone was attending the Safety Awards Breakfast and Mr. Kramer confirmed that Jack Haines would be attending.

Lastly, Mr. Kramer stated that they began painting the lunch and office areas to match the rest of the upgraded section of the Plant.

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

DIRECTOR OF PERSONNEL - RICHARD STROBEL

Mr. Strobel confirmed that he had nothing for discussion under Personnel.

TREASURER - THOMAS KOLLAR

Mr. Kollar indicated the Treasurer's report and Trial Balance. He said that User Charges came in at 96% versus 97% last year. He noted that Connection Fees came in at 430% of budget which is \$673,000.00 over budget. Mr. Strobel asked if all User Charges were in and Cindy Doerr confirmed that some more receipts came in February but they will

go against the new budget. Mr. Strobel asked about what was budgeted for User Charges and Cindy Doerr confirmed that she budgeted slightly lower for the current year. Mr. Kollar mentioned that Siena will be finished during this year. Mr. Kollar confirmed that total revenue was at 116% or \$850,000 over budget. On the expense side, Mr. Kollar noted that chemicals and utilities stood out as over budget. Mr. Strobel stated that the Authority had taken measures to keep electricity usage down with the power management system and bidding for alternate suppliers. Mr. Kramer confirmed that it was a very wet year and with the amount of rain and inflow, the pumps and equipment were running more and it increased the need for polymer. He reported that the months of November and December averaged about 2.1 million gallons per day coming into the Plant and he said they hit 3.5 million gallons per day two or three times this year. He said the inflow is a huge problem and is attributing to costs so the flow monitoring should help.

Mr. Kollar continued his report noting that total expenses were over budget by 4% which is \$93,000.00 but said that overall, it was a good year.

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 \$177,363.81 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.

Discussion: Mr. Strobel noted that the list includes a check for \$0, #23680, to the Hach Company and there was a brief discussion.

Amended Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to approve payment of Operating Invoices and Payroll Expenses with the exception of #23680 in the amount of \$0. Vote: All ayes

Mr. Kollar submitted three requisitions for Renewal & Replacement totaling \$28,418.52 and certified that funds are available.

#18-757 Alaimo Associates, Inc.	\$ 12,770.52
#18-758 Booth Mechanical	\$ 9,148.00
#18-759 Booth Mechanical	\$ 6,500.00

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 Builder's Escrow totaling \$165.00 and certified that funds are available.

#108224 2801 Riverton Road

\$ 165.00

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

Mr. Kollar presented Resolution 2019/2020-6, Quarterly Withdrawal, totaling \$624,675.00.

Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to adopt Resolution 2019/2020-6, Quarterly Withdrawal. Vote: All ayes

Mr. Kollar said he had nothing further under Finance.

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

Mr. O'Connor confirmed with Mr. Brad Smith that the energy rebid is in October and Cindy Doerr confirmed that it was a two-year contract. There was a brief discussion. Mr. Strobel suggested that Mr. Smith contact the consultant regarding timing of the bid.

Mr. Strobel asked if there was any comment from the public. Mr. Tim Latimer of The Barclay Group, 202 Broad Street in Riverton, thanked the Board for appointing the firm. Mr. Alex Villari, also of The Barclay Group, and resident of 308 Georgian Drive, thanked the Board and said he looked forward to working with the Authority. Mr. Latimer said he would like to meet with Cindy Doerr to review current policies and meet with Mr. Kramer to visit the Plant and attend a safety meeting. He said they are excited to work with the Authority. He said they would be attending the JIF meetings and invited Mr. Strobel or another member to attend as well.

Hearing no further matters for discussion, the meeting was adjourned.

Time: 8:10 PM

Next scheduled meeting - Monday, March 11, 2019 at 6:30 PM