

Minutes - February 10, 2020

The regular meeting of the Cinnaminson Sewerage Authority was held on February 10, 2020 in the conference 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 2019 within seven days of the Board's reorganization meeting;
- (c) filing the Annual Notice of Meetings Resolution with the Clerk of the Township of Cinnaminson; and
- (d) mailing the Annual Notice of Meetings Resolution to any persons who shall have prepaid to receive such notice.

This statement shall be entered into the minutes.

On roll call those present were Board Members: John Conville, Robert O'Connor, Richard Strobel and Frank Szymkowski. Thomas Kollar was absent (due to a business trip). Also in attendance were Kimberly Fitzpatrick, Administrator, Wayne D. Simpson, Authority Engineer, Bradford Smith, Authority Solicitor and Superintendent of Operations Kevin Kramer.

Authority employees Matthew Naisby and Charles Staub, who were in public attendance, left due to an emergency call and returned at 7:55 pm.

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

**PUBLIC COMMENT**

Mr. Strobel opened the meeting to the public for comment and hearing none, proceeded to Old Business.

**OLD BUSINESS**

Mr. Strobel asked the Board to address the minutes of January 13, 2020.

Mr. O'Connor confirmed with Authority Solicitor Mr. Brad Smith that the executive session minutes could be addressed in open session. Mr. Smith also confirmed he had some recommended corrections to the regular session minutes as follows:

On page 105, in the last full paragraph, Mr. Smith suggested the fourth sentence should read: "Mr. Simpson stated there will be new connections for the two pad sites..." for clarification purposes.

On page 107, Mr. Smith noted that in the fourth paragraph, the first sentence refers to a resolution that was tabled; however, no action was taken at the meeting. He recommended that after the minutes are approved, a motion be made to formally table that resolution since it was on the agenda for January.

On page 110, in the fourth paragraph, second sentence, remove the word "that" before the word "she".

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt the regular session minutes of January 13, 2020 with the corrections recommended by Authority Solicitor and the executive session minutes of January 13, 2020 as submitted. Vote: All ayes**

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to table Resolution 2019/2020-34. Vote: All ayes**

**REORGANIZATION**

Mr. Strobel read aloud a letter from Mr. Ryan Horner, Mayor of Cinnaminson Township dated January 14, 2020 regarding the reappointment of Mr. Frank Szymkowski to a new 5-year term by Township Committee. Mr. Strobel swore Mr. Szymkowski in as a Commissioner of the Cinnaminson Sewerage Authority. Mr. Strobel confirmed with Administrator, Kim Fitzpatrick, that the oath form had not been received.

Mr. Strobel turned the meeting over to the Secretary for the purpose of electing a Chairman for the Fiscal Year February 1, 2020 to January 31, 2021.

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, 2020 to January 31, 2021.**

**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: It is a pleasure to serve on a governing body that has a great track record of being the representatives of the people, the residents, looks after their interests and serves as fiduciaries, as stewards, for the assets of the Authority and accomplishes our important statutory mission. It is critical to our environment and is critical to the well-being of our entire community, the vibrancy of our town. A public utility is an important trust and we need to, at all times, remember whom we serve; the people, the residents, of Cinnaminson.

We have accomplished a lot this past year at the Plant and at the office. We have good people that we look for and cultivate and attempt to do everything possible we can do to make them succeed. When they succeed and when they honor what I just mentioned, that sacred trust between our role as public servants and those we serve, then we will have done what we are obligated and obliged to do. We are pleased to continue the momentum that we have going forward and I appreciate all the Commissioners for pitching in, in various ways, throughout the year. It is a team effort and I am happy that we are able to move the ball along on so many different fronts; to have such a successful and smooth expansion at the Plant and change in leadership at the office and we continue moving ahead. We are meeting our permit requirements and meeting our obligations to run the Plant fairly and efficiently, keeping costs as low as we can keep them.

Mr. Strobel continued by opening nominations for Vice Chairman. He noted that Mr. Robert O'Connor has very capably served in that role.

**Motion: Made by Mr. Szymkowski and seconded by Mr. Conville to nominate Mr. Robert O'Connor as Vice Chairman for the fiscal year February 1, 2020 to January 31, 2021. Hearing no further nominations for Vice Chairman, Mr. Strobel closed the nominations and called for a vote. Vote: All ayes**

Mr. Strobel opened nominations for Treasurer, noting that Mr. Tom Kollar, who is currently away on a business trip, has served the Authority well as Treasurer for a number of years

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to nominate Mr. Thomas Kollar as Treasurer for fiscal year February 1, 2020 to January 31, 2021. Hearing no further nominations for Treasurer, Mr. Strobel closed the nominations and called for a vote. Vote: All ayes**

Mr. Strobel opened the nominations for Secretary and stated that he feels the Authority has been very well-served for many years by the current Secretary.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to nominate Mrs. Judy Devone as Secretary for fiscal year February 1, 2020 to January 31, 2021. Hearing no further nominations for Secretary, Mr. Strobel closed the nominations and called for a vote. 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 for the new fiscal year. Vote: All ayes**

Mr. Strobel asked if there was a motion for the appointment of a physician. Mr. Strobel confirmed with Kim Fitzpatrick and Kevin Kramer 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 for approximately fifteen years, the Authority has used a process that is more extensive than what most public entities throughout the State do for professional appointments. He confirmed that the Authority uses a panel of reviewers, written evaluations, clearly articulated categories shared with potential bidders, independent scoring, etc. He said he appreciated the Commissioners' participation as well as the participation of the Administrator. He noted that there were four services for which the Authority had requested proposals and said the scores were above average for three of those services. He stated that the highest scores were for Solicitor, the firm of Smith & Smith, who received a 98, 100 and 99 for a total of 297 out of a maximum of 300. He noted that for the service of Consulting Engineer, The Alaimo Group, had

scores of 93, 97 and 98 for a total of 288 out of 300. He stated that for the service of Auditor, Holman, Frenia, Allison, P.C. received scores of 97, 97 and 96 for a total of 290 out of 300. He stated all of those proposals were responsive and said the high scores merit their reappointment. He confirmed that was his recommendation. He reported that for Bond Counsel there were two proposals. One proposal had a total score of 209 and the second had a score of 175 out of 300. He confirmed that for the firm of Raymond, Coleman, Heinold, LLP the scores were 83, 52 and 74 for a total of 209. He reported that for the law firm of Winne Banta, the scores were 78, 42 and 55 for a total of 175. He confirmed that his recommendation would be that the Commissioners reappoint all four of the high scorers as noted.

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

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski that the firm Smith & Smith be appointed as Solicitor for the new fiscal year, The Alaimo Group be appointed as Consulting Engineer for the new fiscal year, the firm of Holman, Frenia, Allison, PC be appointed as Auditor for the new fiscal year and the firm of Raymond, Coleman, Heinold, LLP be appointed as Bond Counsel for the new fiscal year.**

**Vote: All ayes**

Mr. Strobel stated that there is a resolution, Resolution 2020/2021-1, Appointment of Professionals, to formalize the appointments that were made by motion.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2020/2021-1, Appointment of Professionals. Vote: All ayes**

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.

Mr. Strobel presented Resolution 2020/2021-2, Annual Notice of Meetings. Mr. Strobel stated the resolution continues the practice of meeting on the second Monday of each month at 6:30 PM with two exceptions, in October and in May.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2020/2021-2, Annual Notice of Meetings. Vote: All ayes**

Mr. Strobel presented the annual Staff Designations Resolution, 2020/2021-3, 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 2020/2021-3, Staff Designations. Vote: All ayes**

Mr. Strobel presented Resolution 2020/2021-4, Designating Certain Banking Institutions and Depositories for Authority's Funds.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2020/2021-4, Designating Certain Banking Institutions and Depositories for Authority's Funds. Vote: All ayes**

Mr. Strobel stated that Resolution 2020/2021-5, Chairman's Signature Authorization, authorizes the Chairman to sign documents on behalf of the Authority that require an Authority Representative to sign.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2020/2021-5, Chairman's Signature Authorization. Vote: All ayes**

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-080-147 Manor Road Pumping Station**

I have the bids for this project and we will discuss it in a little while.

#### **M-081-136 Global - 1105 Route 130**

This was reviewed and their permit application was returned to them to submit to the State.

#### **M-081-139 Lidl Grocery Store**

We just received a new application for this project for our review and we will have a letter out before the next meeting.

There was a brief discussion regarding traffic flow in the area and about the status of the account for the old Garden State Motel.

Mr. Strobel noted there was a draft resolution for the Award of Bid for the Manor Road Pumping Station Upgrade. Mr. Simpson stated that six bids were received and he was very pleased with the turn out. He stated the estimate for the project was \$175,000.00 and the low bid was from Municipal Maintenance for \$161,940.00.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2020/2021-10, Award of Bid, Manor Road Pumping Station Upgrade. Vote: All ayes**

Mr. Strobel asked about the time frame of the project. Mr. Simpson said he will have a construction meeting in about 2-3 weeks and then they will submit shop drawings. He stated it will probably take about 6-8 weeks to have the pump and the control panels delivered.

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

**DIRECTOR OF ADMINISTRATION - JOHN CONVILLE**

Mr. Conville asked Kim Fitzpatrick to provide an Administration update.

Kim reported that all Authority staff members, Commissioners and professionals have Cinnaminson Sewerage email addresses. Mr. Strobel asked about having his emails forwarded to another email address and there was a brief discussion. Mr. O'Connor confirmed that there would be a record of the forwarded email on the Authority's server. There was a brief discussion regarding responding to forwarded emails. Mr. Strobel urged all Commissioners to have Authority emails forwarded to their regular email accounts as an alert but suggested they respond from the Cinnaminson Sewerage email address. Kim Fitzpatrick requested that anyone who would like their emails to forward, send her an email so she has a correct email address. Kim briefly discussed the platforms available for web mail for those not using Outlook. She said the recommended platform is Round Cube. Kim will see that everyone gets their user name and password information.

Kim reported that the Authority website will also be updated and she suggested the Authority should have its own logo. There was considerable discussion regarding holding a logo contest through the schools. There was also a brief discussion regarding the logo itself. Mr. Strobel suggested the logo should be something distinctive that focuses on the Authority's environmental mission. Mr. Strobel asked Kevin Kramer to see if any employees at the Plant were interested in its design.

Kim stated that she and Kevin Kramer have been using the MEL Safety Institute website which is a wonderful resource for training for all of the employees. She said the website has many online free webinars that can be done annually and she has come up with a list for both she and Amy to do. She stated Kevin has some that he would like to do for the Plant. She said there is a two part series for new employee safety orientation which she will take and she thinks it would be beneficial for any new employees. Mr. Strobel agreed that JIF and MEL are excellent resources and said he supported utilizing them. Kim

confirmed that she and Kevin were signed up for a supervisor course which is a requirement for the new federal policy for the CDL. She stated that she and Kevin have also applied for a leadership seminar which is a total of three days (three Wednesdays). She said they had to apply and answer a few open ended questions.

Kim stated that since it is a new fiscal year, she is moving forward with utilizing purchase orders that are generated from the computer in chronological and numerical order. She reported there are pre-printed purchase orders in the Plant that are sequenced and they will be used just until Kevin has access to process actual purchase orders online from the system.

Kim reported that a revenue refund needs to be made. She explained that a rate-payer sold their home and owed the Authority \$33.00 at the time of the sale. She stated the Authority received a check from the rate-payer for \$223.40. She said it was inadvertently applied to the account. She noted that the money is owed back as the rate-payer moved out of town so it can't be transferred to another account. She confirmed that the refund amount due is \$190.40. There was some further discussion regarding the current owner and accounts, and Kim explained that previously, accounts were being kept open from one resident to the next. She stated that now when a home is sold, the account becomes inactive and a new account is established so there is a more clear delineation. Kim confirmed that in this case, the resident just sent a check for the wrong amount but it was applied to the account so a refund is required. Kim confirmed that the refund is for Thomas and Dorothy Sheker who formerly resided at 1312 Garfield Avenue. There was some further discussion.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to issue a refund check, after approval of Authority Auditor, in the amount of \$190.40 to Thomas and Dorothy Sheker who overpaid their bill and moved out of town. Vote: All ayes**

Lastly, Kim asked for an explanation of how a property is determined to be commercial versus residential. She asked if the Township's rating is used or if the Authority sends someone out to determine how the property is being used or if a Board motion is necessary. Mr. O'Connor asked for an example. Kim stated that on Taylor's Lane, Mr. Goralski owns three properties; two are zoned commercial and one is zoned residential. She explained that he has a building behind one of the properties that has no connection to sewer or water that he uses for his business. She stated that he rents the three properties out as residential homes; he has tenants in them that utilize the properties as a living residence. She wanted to know who determines how the properties are classified for the Authority's purposes. Mr. Strobel stated that there is guidance in the Authority's Rules and Regulations. Solicitor Brad Smith confirmed that it is the use that determines the classification for the Authority, not the Township



zoning. Kim confirmed that she was asking because they will be connecting to the sewer system. She stated she had nothing further for discussion.

Mr. Conville confirmed he had nothing further for Administration.

**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**

Operations: Mr. Kevin Kramer confirmed Plant operations are running normal. He said it is the higher flow season so they have been adding polymer to help with settling. He said there were no permit violations during the past month. Kevin reported that the Fournier sludge press was due for service and maintenance and he received a quote. However, it was determined that the work could be done in-house which equated to a savings of \$4000.00. Kevin stated that he was contacted by Public Works regarding their paving of a section of Morgan Avenue and Purnell Avenue. Public Works asked that the Authority inspect the lines for any breaks and Kevin confirmed they started to camera the lines last week and should be finished this week. Kevin said that as mentioned by Kim, all Plant employees now have email addresses and he is working with staff members who are unfamiliar with using email. Kevin reported that Matt Naisby passed his C3 exam. Kevin said Matt passed the exam in October but he forgot to update the Board with the news. Lastly, Kevin wanted to report to Commissioners that a homeowner at 2410 Beverly Road called to let him know that the employees, who were out to help her locate her vent, were very helpful and professional and are doing a great job. Kevin confirmed that John Kenkellen and Todd Leonard were out on the job. Mr. Strobel thanked Kevin for passing along the information.

Safety: Kevin confirmed that the safety committee consists of Jack Haines, Safety Coordinator, Matt Naisby and himself and a quarterly in-house safety meeting was conducted with the staff on January 17, 2020. He said there was discussion regarding certain roads that may require either a third employee for traffic control and/or police presence when running the vactor. Kevin stated that he will develop a procedure with a list of roads and asked if Mr. Smith should review it. Mr. Smith stated Kevin should develop it as an internal policy. There was some further discussion relating to the notification of police and/or police involvement. Kevin confirmed that all employees are trained as flaggers and in traffic control and that the Authority has the necessary gear.

Kevin reported that the employees are signed up with their MEL accounts and he is assigning training courses online to the staff. He

stated that Mr. Harry Smith's services will still be used for training courses such as confined space and confined space hands-on drills.

Mr. Kramer briefly discussed parts that will be needed to service the Huber Headworks bar screen. He stated that he will be getting quotes for the labor in the next month from several contractors. He said the front portion of the Plant will need to be bypassed while the work is being done which means the work needs to be done as quickly as possible and preferably in the summer when the flow is down. There was some discussion regarding the labor and Mr. Simpson suggested that Kevin could have a contractor come look at the work to help determine if the work is above or below the bid threshold. Mr. Kramer noted that there is a draft resolution for proprietary product specification for the parts only.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2020/2021-11, Authorization for Proprietary Product Specification, Huber Rotomat Repair Parts. Vote: All ayes**

Mr. Kramer confirmed he had nothing further to report.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2020/2021-9, Extension of the Annual Generator Maintenance Contract.**

**Discussion: Mr. Simpson explained that last year when he prepared the specifications, provisions were put in to allow for a one or two-year extension with an increase that would be compatible with the State index if necessary. He confirmed that Atlantic Switch and Gear has agreed via email to accept a two-year extension with no increase. Mr. Smith confirmed that the statute allows for that because it was in the bid specifications.**

**Vote: All ayes**

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

**DIRECTOR OF PERSONNEL - RICHARD STROBEL**

Mr. Strobel stated that there were two policy-related resolutions for the Board's consideration that the Solicitor prepared and he asked Mr. Smith to discuss them.

Mr. Smith said the first resolution, 2020/2021-7, updates the Authority's Personnel Policies and Procedures Manual to the April 2018 updates. He confirmed that the manual had not been updated since 2006. He confirmed that it was updated using the JIF model policies updates. Mr. Strobel stated that JIF periodically issues updates through their website and he asked Mr. Smith to look for them going

forward. Kim Fitzpatrick stated she was also on their mailing list and said she would alert Mr. Smith to any updates she sees. Mr. Smith confirmed that Kim has the manual in word format so she can make changes. Mr. Smith reported that the second resolution, 2020/2021-8, relates to commercial driver's license policies which were extensive. He said those have been updated to January 1, 2019 which is the latest update. Mr. Smith confirmed that because the updates were extensive, he has done it as a supplement to regular policies and procedures. Kim Fitzpatrick reported that she has one change that she discussed with Mr. Smith. As she was going through the job descriptions, she asked Amy Williams to review her job description. She stated that Amy removed a few things that she no longer does and added one or two items and revised wording. Kim confirmed that Amy's revisions will be part of the Personnel Policies and Procedures Manual and stated that next year, her job description and Kevin Kramer's will be updated. Mr. Strobel noted that in the second Whereas Clause in Resolution 2020/2021-8, resolution number 2020/2021-7 should be inserted before he signs Resolution 2020/2021-8.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2020/2021-7 and Resolution 2020/2021-8. Vote: All ayes**

Mr. Strobel added that he recently saw a notice regarding cyber training hosted by NJCCIC, a consortium that is overseen by the State that gives guidance to all local entities around the State on cyber security issues, and asked that it be shared on the document site. He asked that Kim Fitzpatrick and any Commissioners interested sign up to receive their emergency bulletins to stay aware of any threats which arise and to receive their guidance.

**TREASURER - THOMAS KOLLAR**

Mr. Kollar was absent. Mr. Strobel indicated the Treasurer's report and Trial Balance and asked Kim Fitzpatrick how the budget year ended. Kim confirmed that the fiscal year ended over budget by approximately \$104,000.00. She stated that they are still collecting invoices and may be into March. She said that the January fuel bill from the Township, for instance, will not be approved until March. She confirmed that the current budget is looking good and said the Authority is now operating in the new fiscal year.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to approve the Treasurer's Report and Trial Balance as submitted. Vote: All ayes**

Mr. Strobel submitted a list of Operating Invoices & Payroll Expenses totaling \$210,247.76 and certified that funds are available.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to approve payment of Operating Invoices and Payroll Expenses as submitted.**

Mr. Strobel submitted three requisitions for Renewal & Replacement totaling \$23,580.00 and certified that funds are available.

#19-797 Booth Mechanical	\$ 16,800.00
#19-798 Site Specific Designs, Inc.	\$ 2,530.00
#19-799 Booth Mechanical	\$ 4,250.00

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

**Vote: All ayes**

Mr. Strobel submitted one deletion from the month of January in the amount of \$46.20.

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

Mr. Strobel presented Resolution 2020/2021-6, Quarterly Withdrawal, in the amount of \$673,760.00.

**Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to adopt Resolution 2020/2021-6, Quarterly Withdrawal. Vote: All ayes**

Mr. Strobel asked if there were any further matters for discussion. Mr. Brad Smith stated he had an item for discussion in executive session. Mr. Smith also reported that he reviewed the 2020 Intermunicipal Sludge Management Agreement and said it was in order. However, he indicated that there is a P.O. Box listed for the Authority's address which is incorrect and he suggested that Kim should inform the County of the correct address. He stated that the rate is \$78.23/ton and asked if Kim knew what the change in rate was from last year. Kim was uncertain without looking at the previous agreement but Mr. Simpson stated that from another authority, he believes it went up about 2% countywide.

Kim Fitzpatrick stated she had a personnel item for discussion in executive session.

**Hearing no further matters for discussion, Mr. Strobel entertained a motion to enter into an executive session to discuss items of personnel and potential litigation, results to be disclosed when no longer prejudicial to the interests of the Authority.**

**Motion: Moved by Mr. O'Connor and seconded by Mr. Szymkowski.**

**Vote: All ayes Time: 8:23 PM**

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to return to open session. Vote: All ayes Time: 8:37 PM**

**The meeting was adjourned.**

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