

**Minutes - January 8, 2018**

The regular meeting of the Cinnaminson Sewerage Authority was held on January 8, 2018 in the conference 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) 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: Richard Strobel, Thomas Kollar, Peter Galosi and Frank Szymkowski. Mr. Robert O'Connor arrived to the meeting at 8:45 PM. Also in attendance were Cynthia Doerr, Administrator, Wayne D. Simpson, Authority Engineer and Bradford Smith, Authority Solicitor.

Authority employees Kevin Kramer and Amy Williams along with Mr. Ben Young of Township Committee were in public attendance.

Mr. Strobel welcomed Mr. Peter Galosi and Mr. Frank Szymkowski to the meeting. He confirmed that Township Committee had recently appointed them to the Sewerage Authority Board and he thanked them for serving.

**PUBLIC COMMENT**

Mr. Strobel opened the meeting to the public. Mr. Ben Young stated that he was interested in hearing how things were progressing with the Taylor's Lane sewer extension and Mr. Strobel noted it would be discussed shortly under Construction.

**OLD BUSINESS**

Mr. Strobel asked the Board to address the regular and executive session minutes of December 11, 2017.

**Motion: Made by Mr. Kollar and seconded by Mr. Strobel to adopt the regular and executive session minutes of December 11, as submitted.**

**Discussion: Solicitor Brad Smith stated he had a clarification on page 104 of the regular session minutes. In the third paragraph, fifth sentence, he suggested the sentence should read, "He said that apparently, the steel plates caused a few flat tires in cars going through the area."**

**Amended Motion: Made by Mr. Kollar and seconded by Mr. Strobel to adopt the regular session minutes of December 11, 2017 with the correction as noted by Authority Solicitor and to adopt the executive session minutes of December 11, 2017 as submitted. Vote: Mr. Kollar and Mr. Strobel voted aye; Mr. Szymkowski and Mr. Galosi abstained.**

**NEW BUSINESS****DIRECTOR OF CONSTRUCTION - ROBERT O'CONNOR**

Mr. Strobel stated that Mr. O'Connor was not present and asked Mr. Simpson to review his engineer's status report.

**Engineer's Status Report - Wayne D. Simpson****Mr. Simpson:****M-080-141 Taylor's Lane Sewer Extension**

Authority contractor has been on hold for about a month now. He first had to stop because he ran into an obstruction. A storm drain was a bit higher than expected and the sewer line wouldn't have sufficient room to go up above it and still have enough cover over the top of it. We had the contractor give us a price on removing the 30-inch storm drain and installing two 18-inch storm drains across Taylor's Lane which will handle the flow. We have received that price. I think it was about \$25,000.00 which is a fair price and the work has to be done in order to get the sewer line across that area. The contractor has the materials on hand now but he received those just as the extreme cold weather was settling in. He couldn't go back out. There is no asphalt being prepared right now and it wouldn't be available for him to repair the trench. As soon as he can get asphalt, he will be back out there correcting the storm sewer interference and then he has about two weeks of sanitary sewer to complete before he is finished with the job.

Mr. Strobel asked if there was a project schedule and Mr. Simpson confirmed there was but said it was not met because of the

interference and then the weather. Mr. Simpson said the schedule can be revised when he is advised the contractor can return to work. Mr. Simpson stated the contractor should be finished in two to three weeks once started again.

Mr. Strobel said the Board is anxious to get the project moving and he referenced Mr. Simpson's report which notes that the Wawa Taylor's Lane is waiting on the sewer extension. He asked Mr. Simpson to do anything he can to expedite the project. Mr. Strobel asked Mr. Ben Young if he had any comments. Mr. Young asked if any of the homeowner connections have been set up yet and he briefly discussed backfill and costs. Mr. Simpson confirmed that Booth Mechanical's contract includes the backfill in the price of the pipe. Mr. Young referred to a homeowner who is awaiting connection and the fire company, and there was a brief discussion.

Mr. Young also reported that the Cinnaminson Home has been finalized and said the Authority will be seeing that connection. Mr. Strobel thanked Mr. Young for mentioning the project. Mr. Strobel said that for years the project had been held up due to financing issues, then approvals had expired so amended site plan approvals were required. Mr. Strobel confirmed that the original historic home, which was supposed to be preserved, was found to be in such disrepair that it is unsalvageable. He said it will be replaced with a replica which appears similar on the exterior. Mr. Strobel also stated that the project helps the Township by satisfying affordable housing requirements. Mr. Young confirmed that there will be 53 units for seniors and one unit for an on-site manager which gives credit for 71 affordable units.

Mr. Strobel asked Mr. Simpson to continue with his report.

**Mr. Simpson:**

We will be advertising soon for the road overlay project that will follow the sewer extension on Taylor's Lane.

**M-080-130 Plant Improvements**

Construction is pretty much done. The SCADA still needs to be completed and there are some things to be discussed under Operations which will reflect back on this project.

**M-080-142 Treatment Plant Roof Replacements**

We will probably be done with the design in about two weeks, will review everything with Kevin Kramer and then will advertise.

Mr. Simpson said Wawa had already been discussed but added that the contractor for Wawa on Taylor's Lane was not up to the task of building utilities in the streets. He said it was evident, by the trench repair and the way the plate was left, that Alaimo should pay close attention to the contractor's work. Mr. Simpson reported that

the contractor admitted at a preconstruction meeting that he has never worked off the site before.

Mr. Simpson confirmed he had another item for discussion. He said he just reviewed plans for the Cinnaminson Baptist Church. He reported they are subdividing off three lots for residential homes. Mr. Szymkowski confirmed that he was on the Planning Board when it went through about a month ago. A brief discussion ensued.

#### **DIRECTOR OF ADMINISTRATION -**

Mr. Strobel asked Cynthia Doerr if there were any administration matters for discussion and she confirmed there were none.

Mr. Strobel briefly discussed an item relating to a matter regarding a recent Facebook posting that was brought to his attention. He said he spoke with Cindy Doerr regarding the matter and stated that he had sent the information to Mr. Kollar. He said the matter related to a ratepayer who claimed a bill had not been received and was concerned about being charged late fees. A brief discussion ensued and Amy Williams confirmed that she does get calls regarding bills not received from time to time with the majority of the issues coming from Cinnaminson Harbour. She explained that this particular ratepayer had asked her to mail bills for two properties to one place and she had made the change in the system. Amy confirmed that for the next billing, she told the ratepayer that she would manually put both billing cards in one envelope. Mr. Kollar suggested that Amy mention the ACH withdrawal option for payment. Mr. Strobel asked if any progress had been made with a credit card payment option and Cindy Doerr confirmed that she just received a second quote from Edmunds which she and Mr. Kollar will review. Mr. Strobel said having an online account look up with a credit card payment option might help situations where the small postcard bills are lost, tucked into circulars and discarded, or not properly delivered. There was a brief discussion regarding some recent mail issues and Mr. Strobel recommended a free, new program from the postal service called informed delivery which provides a daily email containing scanned images of the front of all the envelopes coming in the mail.

#### **DIRECTOR OF OPERATIONS -**

Mr. Strobel mentioned that both Cindy Doerr and Mr. O'Connor had informed him that there were recent issues regarding pumps and he asked Superintendent Kevin Kramer to discuss the matter. Mr. Kramer confirmed that on December 26, they found that the lead pump for the influent pump station had been damaged beyond repair. He said there are three submersible pumps at the station that are very old, hard to get parts for and are expensive to repair. Mr. Simpson confirmed that the lead pump was 25 years old. Mr. Kramer stated that the support anchors had failed and the pump had spun and tripped itself out. He

said when they pulled the pump out of the wet well, it was evident that there were other structural issues there. He confirmed that the station had been bypassed and Alaimo inspected the wet well and took photos. Mr. Kramer confirmed that he currently has a bypass rental pump which would prevent an issue should the other pumps fail but said it is not a permanent solution. Mr. Kramer asked Mr. Simpson if he had the follow up report yet regarding the wet well.

Mr. Simpson confirmed that Alaimo will have a two part recommendation. He said the first will be to replace all three existing pumps and he briefly discussed how the vibrations and the sewerage atmosphere over time caused the supports for the bases to be eroded. Mr. Simpson also discussed the need for repair of the supports and stated that new base plates would be set on new studs that will be drilled into the bottom of the wet well and epoxied into place. Mr. Simpson also discussed drilling new holes for an existing I-beam. He said this would be the first phase of the project. Mr. Simpson reported that Quad Construction had helped with the situation and he feels they are an honest contractor. Mr. Kramer confirmed that Quad Construction has been excellent in all aspects of the Plant Improvements. Mr. Simpson said that Quad Construction is going to give him pricing on installing the pumps and he will evaluate it. He confirmed that once he gets pricing, he will call the State and see if the work can be included in the construction so it would be part of the Trust Fund Loan. Mr. Simpson added that the second phase would be to restore the walls of the wet well. He said there is an area which needs concrete repairs and the walls should be completely restored with a coating to keep out corrosion. He said the top slab would also be replaced as part of the second phase. He confirmed that he would provide a cost estimate for both phases within the next week. Mr. Strobel said he was concerned about timing. Mr. Simpson stated that the most important thing would be to get the pumps on order if he finds the pricing to be reasonable. Mr. Brad Smith asked Mr. Simpson about his estimate of the costs. Mr. Simpson stated that the first phase would cost approximately \$100,000.00. He said the cost of the pumps is approximately \$20,000.00 each. Mr. Smith confirmed with Mr. Simpson that if it is part of the construction contract, it would not be an emergency purchase. Mr. Simpson confirmed that if it can't be included in the Trust Fund Loan, he would write a letter stating that it is an emergency.

**Motion: Made by Mr. Kollar and seconded by Mr. Strobel to authorize Alaimo to investigate the possibility of including the costs of the first phase of repairs to the influent pumping station wet well into the Trust Fund Loan, or if not possible, to authorize the emergency purchase of the first phase of repair costs, contingent upon Authority Engineer's recommendation of reasonable pricing from Quad Construction. Vote: All ayes**

Mr. Strobel asked Mr. Kramer if he any other matters for discussion. Mr. Kramer stated that recently there have been some issues with solids in the final tanks settling. He said due to the efficiency of the new equipment, the biology of the Plant has changed. He said they are looking to upgrade to larger return pumps. He said they are having issues returning solids from the final settling tanks to the aeration tanks and they are using polymer to help with the process. He confirmed that both Mr. Simpson and Mr. Bill Smith are recommending an upgrade to T6 pumps which will help return the solids at a quicker rate and help control their level in the final tanks. He said the current pumps won't allow for the maximum gallons per minute capability. He confirmed that employees are currently working overnight shifts due to the situation.

Mr. Simpson gave a detailed description of the sludge process and current issues. He stated that the pump upgrade could be done under the construction project and said the cost would be approximately \$25,000.00. Mr. Brad Smith confirmed with Mr. Simpson that it would be done by a change order. Mr. Simpson said there is money in the construction project. He said there were a lot of contingencies for repairs to the sludge holding tank (which was inaccessible during the design phase) which are not necessary. Mr. Simpson confirmed that Quad Construction should have a price to him by tomorrow and would be able to complete the work within a few weeks.

Mr. Brad Smith gave an update on the items at the Plant for scrap. He said he had suggested to Mr. Kramer that he should contact companies that actually sell those items to see if there is anything more than scrap value to the items.

Mr. Strobel indicated Resolution 2017/2018-40, Emergency Purchase, for emulsion polymer for Plant operations and stated its use had just been discussed. Mr. Brad Smith reminded Cindy Doerr that the resolution would need to be sent to the State.

**Motion: Made by Mr. Kollar and seconded by Mr. Strobel to adopt Resolution 2017/2018-40. Vote: All ayes**

**DIRECTOR OF PERSONNEL - RICHARD STROBEL**

Mr. Strobel indicated Resolution 2017/2018-39, Salary Adjustments and Awards for Service for Non-Bargaining Employees, and said it was a memorializing resolution.

**Motion: Made by Mr. Kollar and seconded by Mr. Strobel to adopt Resolution 2017/2018-39. Vote: All ayes**

Mr. Strobel stated that at the December meeting, the Board authorized the Fair and Open Contracts Process for certain services which were then advertised, setting the receipt deadline of 7 PM tonight. He

stated there would be three reviews of each proposal and they would be scored. Mr. Kollar set up an online document for scoring purposes. Mr. Strobel opened the received proposals as follows:

1. For Auditor - Firm: Holman, Frenia & Allison
2. For Bond Counsel - Firm: Raymond, Coleman, Heinold LLP
3. For Solicitor - Firm: Smith & Smith
4. For Engineer - Firm: The Alaimo Group

Mr. Strobel stated he would have recommendations for the Board's consideration at the February 12<sup>th</sup> meeting. For the benefit of the new board members, Mr. Strobel stated that the Board had discussed moving the meeting time up from 7:00 PM to 6:30 PM which would take effect for the March meeting if the resolution is adopted. He confirmed the time change as acceptable to the new board members and confirmed that meeting on the second Monday of each month was also acceptable.

Mr. Strobel reported that Mr. Kevin Kramer has been reviewing applications and resumes for an entry level operator to be hired at the Plant. Mr. Strobel confirmed that he would be in touch with Mr. Kramer to set up interviews.

**TREASURER - THOMAS KOLLAR**

Mr. Kollar indicated the Treasurer's report and Trial Balance. He said that at 93% through the fiscal year, User Charges are at 82% versus 89% last year. He said that although running behind, the January billing period is a typically a large billing period. He noted that Connection Fees were in excess of budget at \$188,000.00. He said total revenues are at 87% versus 91% last year. He said capital expenses are at 30% of budget. Total expenses are below budget at 81% versus 85% last year.

**Motion: Made by Mr. Kollar and seconded by Mr. Strobel 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 \$175,646.42 and certified that funds are available.

**Motion: Made by Mr. Kollar and seconded by Mr. Strobel to approve payment of Operating Invoices and Payroll Expenses as submitted. Vote: All ayes**

Mr. Kollar submitted one requisition for Renewal and Replacement totaling \$2,600.00 and certified that funds are available.

#18-691 Booth Mechanical, Inc.

\$ 2,600.00

**Motion: Made by Mr. Kollar and seconded by Mr. Strobel to approve payment of the Renewal and Replacement requisition as submitted.**

**Vote: All ayes**

Mr. Kollar submitted four requisitions for the NJ Environmental Infrastructure Trust Fund totaling \$103,399.43 and certified that funds are available.

#18-694 Quad Construction, Inc. (WWTP Project)	\$ 20,108.01
#18-695 Alaimo Associates (WWTP Project )	\$ 65,065.12
#18-692 Raymond and Coleman, LLP (Taylor's Lane)	\$ 13,131.35
#18-693 Alaimo Associates (Taylor's Lane)	\$ 5,094.95

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

**Discussion: Cindy Doerr confirmed that funds have not yet been received from the Trust Fund.**

**Amended Motion: Made by Mr. Kollar and seconded by Mr. Strobel to approve payment of the NJEIT Fund requisitions contingent upon receipt of the funds. Vote: All ayes**

Mr. Kollar submitted five invoices for Builder's Escrow totaling \$5,879.62 and certified that funds are available.

#100846 Wawa Church Rd.	\$ 133.75
#100842 Village at the Harbor	\$ 301.25
#100843 Bajwa Petroleum	\$ 43.75
#100845 Wawa Taylors Lane	\$ 5,166.77
#100844 Mercer Car Wash	\$ 234.10

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

Mr. Kollar submitted five deletions totaling \$5,638.05 and certified that funds are available.

**Motion: Made by Mr. Kollar and seconded by Mr. Strobel to approve the deletions and credit the customers' accounts accordingly. Vote: All ayes**

Mr. Strobel reported that he attended a gathering sponsored by Adirondack Energy Conservation back in November and said they have been monitoring all the towns where they have installed their power management system. He said the Authority's annual savings are 16.5% which is significant.

Mr. Strobel reported that he received a phone call from Mr. Peter Hovnanian, the original developer at Siena who has reached an

agreement with a new firm to pick up that project. Mr. Hovnanian had two questions and Mr. Strobel confirmed he would present them to the Board at the meeting. Mr. Strobel said he invited Mr. Hovnanian to put his requests in writing and confirmed with Cindy Doerr that nothing had been received from Mr. Hovnanian. Amy Williams stated that Mr. Hovnanian had called the office today and left a message for Cindy Doerr. Mr. Strobel stated that Mr. Hovnanian paid connection fees in the past in the amount of \$4,800.00. Mr. Strobel said the current connection fee cost is \$5,500.00 and Mr. Hovnanian asked how he could find his way to go back to the previous connection fee. Mr. Strobel said Mr. Hovnanian was also requesting that the estimate from Authority Engineer for \$106,000.00 for the proposed clubhouse could be revisited or updated. Mr. Simpson said he could he could compare it to the clubhouse in the Harbour and check it for consistency. Mr. Simpson confirmed that he had received a call regarding what the Authority's connection fees would be when Siena reactivates from a member of Mr. Hovnanian's project team. There was some discussion and Mr. Strobel stated that he did not see any legitimate way to accommodate a request from someone for a reduction in the connection fee rate, which is a uniform rate that is applicable. In regards to the second request, Mr. Strobel asked Mr. Simpson to take a look at it and see if there is any merit to any adjustment based upon facts and consistency. There was some further discussion and Mr. O'Connor, who had arrived at the meeting, confirmed with Cindy Doerr that all the credits, which had been given on the project, had been used.

Mr. Strobel asked the new Board Members to sign their oaths.

Hearing no other matters for discussion, the meeting was adjourned.  
Time: 8:45 PM

**Next scheduled meeting - Monday, February 12, 2018 at 7:00 PM**