

Minutes - January 14, 2019

The regular meeting of the Cinnaminson Sewerage Authority was held on January 14, 2019 in the conference room located within the Cinnaminson Municipal Building and commenced at 6:30 PM.

Chairman Richard Strobel was not present. Vice Chairman Robert O'Connor opened the meeting and 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 by Secretary Judy Devone those present were Board Members: Robert O'Connor, Peter Galosi, Frank Szymkowski and Thomas Kollar. Richard Strobel arrived at 6:45 PM. Also in attendance were Cynthia Doerr, Administrator, Wayne D. Simpson, Authority Engineer, Bradford Smith, Authority Solicitor and Kevin Kramer, Superintendent of Operations.

Authority employees Matthew Naisby and Charles Staub were in public attendance along with representatives of The Barclay Group in Riverton, NJ: Mr. Timothy Latimer, Account Executive, Mr. Roger Butler, Vice President, and Mr. Alex Villari, Account Executive.

**PUBLIC COMMENT**

Mr. O'Connor opened the meeting to the public for comment. Mr. Timothy Latimer of The Barclay Group in Riverton, NJ introduced himself and his colleagues to the Board. He confirmed that a proposal had been submitted by The Barclay Group for Liability Insurance Broker

and noted they were a local business offering service to many local organizations. Mr. O'Connor thanked them for coming to the meeting, stated that proposals would be opened during the Personnel portion of the meeting, and said that appointments would be made at the February meeting. Hearing no matters for discussion, Mr. O'Connor moved to Old Business.

### OLD BUSINESS

Mr. O'Connor indicated the minutes from the December 10, 2018 meeting and asked Solicitor Brad Smith if he had any recommended corrections.

**Discussion:** Mr. Smith recommended the executive session minutes of December 10, 2018 be held for executive session. He made the following recommendations to the regular session minutes of December 10, 2018: On page 101 in the last paragraph, tenth sentence, Mr. Smith noted that the word "he" should be inserted so that the sentence reads, "Mr. Kramer confirmed that he contacted the resident and explained that the matter is not an Authority issue but a Public Works issue." Mr. Smith also recommended that on page 102, the second sentence under Budget and Finance should read, "He said expenses were running about 10% higher for much of the year but are now more in line with the budget."

**Motion:** Made by Mr. Szymkowski and seconded by Mr. Kollar to adopt the regular session minutes of December 10, 2018 with the recommended corrections of the Authority Solicitor. Vote: All ayes

### NEW BUSINESS

#### DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI

Mr. Szymkowski asked Mr. Simpson to review his report dated January 11, 2019.

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

##### **M-080-144 Central Pump Station Generator Replacement**

Mr. Simpson noted that plans and specifications for the project are being developed.

##### **M-081-113 Olmstead (Vines at Cinnaminson)**

Mr. Simpson reported that the applicant completed punch list corrections and confirmed that he recommends release of the performance bond; noting that a maintenance bond had never been posted. Mr. Simpson confirmed that the performance guarantee remained in full force and effect. A brief discussion ensued regarding the lack of a maintenance bond. Mr. Simpson confirmed that the two-year maintenance period had elapsed, two inspections had been completed and said all punch list items have been corrected.

Mr. Brad Smith indicated there was a proposed resolution. Cindy Doerr stated she had posted the resolution as received via email from Mr. Smith and there was some discussion regarding the posted resolution. Mr. Smith distributed copies of Resolution 2018/2019-47, Releasing Performance Guarantee, The Vines at Cinnaminson (Olmstead) to Commissioners.

**Motion: Made by Mr. O'Connor and seconded by Mr. Galosi to adopt Resolution 2018/2019-47. Vote: All ayes**

Mr. Simpson continued, stating that there was nothing new on the status of developments.

Chairman Strobel, who had arrived at the meeting, confirmed that there were no other matters for Construction and moved to Administration.

**DIRECTOR OF ADMINISTRATION - PETER GALOSI**

Mr. Galosi asked Cindy Doerr to discuss Administration items. Cindy confirmed that they were using the new system, not without some issues, but said the vendor is very responsive to their questions and any problems. She stated that due to some issues, there is still account data entry to be put into the system. She confirmed that online bill payment is available, a sign has been posted at the office, and she is receiving approximately 2-3 payments per day.

Mr. O'Connor stated that the link for online bill payment is on the Authority's website but suggested a press release be prepared and the URL be put on customer bills.

Mr. Kollar briefly discussed the need for upgraded monitors in the office and stated that Cindy Doerr would greatly benefit from having a second monitor. He also recommended that new desktop computers be priced and Mr. O'Connor suggested looking into state contract. Mr. Kollar will follow up on pricing for the computers and monitors. There was a brief discussion about information back up and Mr. Kollar stated he would look into cloud back up as well.

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

Mr. O'Connor stated he had a personnel item for closed session and asked Mr. Kramer to discuss his report.

**Superintendent of Operations Report - Kevin Kramer**

Mr. Kramer reported that there were no permit violations during the last month. He said they continue to deal with high flows due to inflow and infiltration. He reported that lock-tight manhole lids were installed at Fairfax Pumping Station, Kern Street and Pennsauken

Street where flooding occurs and covers those manholes. He stated that he believes a study needs to be done to aid in locating the infiltration and has discussed it with Mr. Simpson. Mr. Simpson stated that flows rising quickly after the start of a rain event indicate infiltration from either a storm sewer connection or flooded manholes. He recommended having a flow study performed which would utilize subsystems, seven manholes, where meters would be installed in order to provide data and help pinpoint issues. A brief discussion ensued.

Mr. Kramer continued with his report, stating that he was very pleased with the work and commitment of the CSA staff who worked long shifts, over nights and weekends, when needed during the holidays due to 4.25 inches of rain.

Mr. Kramer confirmed there were no safety classes during the last month but reported that the 2019 safety training schedule has been confirmed with Certified Health and Safety Services.

Mr. Kramer reported that during an inspection of the Steels Pond Easement behind TD Bank, Mr. Kenkellen and Mr. Duba located a damaged raised manhole. Mr. Kramer said they believe the manhole was damaged by a vehicle that backed into it. He confirmed that Booth Mechanical repaired it and placed a concrete barrier in front of it to prevent any further incidents. He noted that he had supplied photos which were posted to the document site. Mr. Kramer stated that this issue had likely been adding to the inflow and infiltration problem at the Plant.

Cindy Doerr asked about the Annual Generator Maintenance Contract and the emergency rental back-up generator at Central Pumping Station. There was a brief discussion regarding the cost of the rental generator. Mr. Simpson stated that he would have a recommendation for the award of the generator maintenance contract at the next meeting.

Mr. O'Connor stated he had a personnel item for closed session.

**DIRECTOR OF PERSONNEL - RICHARD STROBEL**

Mr. Strobel indicated Resolution 2018/2019-46, Salary Adjustments and Awards for Service for Non-Bargaining Employees. He stated that action was taken by the Board at the last meeting and the resolution memorializes that action.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2018/2019-46. Vote: All ayes**

Mr. Strobel stated that, as authorized by the Fair and Open Process for Contracts, proposals had been requested for professional services with a submission deadline of tonight's meeting. He confirmed that

professional appointments would be made at the February meeting after the proposals have been reviewed and scored by Commissioners and staff.

Mr. Strobel opened the proposals as follows:

1. For Auditor - Proposal submitted by Holman, Frenia, Allison P.C.
2. For Bond Counsel - Proposal submitted by Raymond, Coleman, Heinold
3. For Solicitor - Proposal submitted by Smith & Smith
4. For Consulting Engineer - Proposal submitted by Alaimo Group, Richard A. Alaimo
5. For Liability Insurance Broker - Proposal submitted by E.J.A. Capacity, LLC
6. For Liability Insurance Broker - Proposal submitted by The Barclay Group, John A. Latimer
7. For Health Insurance Broker - Proposal submitted by James A. Bristow

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

Mr. Kollar indicated the Treasurer's Report and Trial Balance and stated that at 92% through the fiscal year, User Charges are at 84% versus 82% last year. He said Total Revenues are at 104% of budget versus 87% last year. On the expense side, he stated that Total Expenses are at 97% while Capital Expenditures is at 48% of budget. Mr. Kollar noted that the Utilities category was over budget and there was a brief discussion.

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

Mr. Kollar submitted a list of Operating Invoices & Payroll Expenses totaling \$239,821.82 and certified that funds are available.

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

Mr. Kollar submitted five requisitions for Renewal & Replacement totaling \$46,609.48 and certified that funds are available.

#18-753 Alaimo Associates	\$ 21,621.10
#18-750 Booth Mechanical	\$ 4,810.00
#18-754 Booth Mechanical	\$ 5,800.00
#18-751 Alaimo Associates	\$ 7,878.38
#18-756 Booth Mechanical	\$ 6,500.00

**Motion: Made by Mr. Kollar and seconded by Mr. Galosi to approve payment of the Renewal & Replacement requisitions as submitted. Vote: All ayes**

Mr. Kollar submitted two requisitions for the NJ Environmental Infrastructure Trust Fund totaling \$17,358.45.

#18-752 Barrett Paving	\$ 13,718.45
#18-755 Cinnaminson Twp.	\$ 3,640.00

**Motion: Made by Mr. Kollar and seconded by Mr. O'Connor to approve payment of the NJEIT Fund requisition as submitted. Vote: All ayes**

Mr. Kollar submitted three invoices for Builder's Escrow totaling \$1,241.71 and certified that funds are available.

#107620 Enser Corp.	\$ 92.50
#107617 PSE&G Substation	\$ 538.24
#107619 MEND	\$ 610.97

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

Mr. Kollar had nothing further for Budget and Finance. Mr. Strobel asked if there were any further matters for discussion.

Mr. Simpson stated that the paving invoice reminded him to mention his letter dated January 2, 2019 regarding the contractor for Wawa and the Cinnaminson Fire Department. He briefly discussed that Wawa's contractor will need to correct a defect in the lateral stub to allow for the Fire Department's connection. Mr. Brad Smith confirmed that the performance bond is still in effect.

Mr. O'Connor asked about the connection for Pechter's Bakery and Mr. Kramer confirmed that Mr. Kenkellen went out to take a look there; however, Mr. Kramer was uncertain of the status.

Mr. Brad Smith confirmed that he had emailed Cindy Doerr an old resolution, not the updated resolution, for Olmstead regarding releasing the performance guarantee which is why there had been confusion previously during its discussion.

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

**Motion: Moved by Mr. Kollar and seconded by Mr. O'Connor. Vote: All ayes Time: 7:45 PM**

**Motion: Moved by Mr. O'Connor and seconded by Mr. Szymkowski to return to open session. Vote: All ayes Time: 8:00 PM**

Mr. Galosi, regarding Mr. Kollar's earlier indication that there had been an increase in utilities expenses, mentioned the possibility of usage during peak versus non-peak hours and Mr. O'Connor stated that there was a standard rate as part of the electric services contract which had been awarded. Mr. Smith asked Cindy Doerr to check into when the electric services contract needed to be rebid.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to approve the executive session minutes of December 10, 2018 as amended during executive session. Vote: All ayes**

Mr. Strobel distributed copies of the received contract proposals to Commissioners and Cindy Doerr for their review. Mr. Strobel stated that Mr. Kollar would send the link for the online review form. Mr. Strobel briefly discussed the scoring process and criteria. Mr. Kollar briefly discussed the form and how to submit it via email. Mr. Strobel asked that all reviews be submitted by February 4, 2019 so that he can prepare the resolution for the February 11, 2019 meeting. Mr. O'Connor thanked Mr. Kollar for setting up the online form.

The meeting was adjourned at 8:10 PM.

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