

Minutes - July 9, 2018

The regular meeting of the Cinnaminson Sewerage Authority was held on July 9, 2018 in the court room located within the Cinnaminson Municipal Building and commenced at 6:30 PM.

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

Authority employee Amy Williams was in public attendance.

PUBLIC COMMENT

Mr. Strobel opened the meeting to the public for comment and heard none.

Mr. Strobel asked that the Board take a moment in remembrance of Dorothy "Dottie" Graham, former Authority Administrator for approximately 27 years. He stated that Dottie's tenure covered a significant portion of the Authority's history and said that after she retired from full-time service, she continued part-time as the Authority's Secretary. He mentioned that she was a dedicated Authority employee with a very positive personality and added that she was his mother's personal friend. Mr. Strobel said she passed away at 96 years old. A moment of silence was observed in her honor.

OLD BUSINESS

Mr. Strobel asked the Board to address the regular session minutes of June 11, 2018.

Motion: Made by Mr. O'Connor and seconded by Mr. Galosi to adopt the regular session minutes of June 11, 2018.

Discussion: Mr. Brad Smith, Authority Solicitor, stated he had some suggested changes to the regular session minutes.

On page 43, in the second to last paragraph in the last sentence, he suggested the removal of the word "had" so that the sentence reads: "Mr. Smith confirmed that instead of addressing a letter to the bonding company, he sent a letter..." On page 44, in the seventh sentence in the last paragraph, Mr. Brad Smith suggested the removal of the words "Authority Consultant".

Amended Motion: Made by Mr. O'Connor and seconded by Mr. Galosi to adopt the regular session minutes of June 11, 2018 with the changes as suggested by Authority Solicitor. Vote: All ayes

NEW BUSINESS**DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI**

Mr. Szymkowski was absent. Mr. Strobel asked Mr. Simpson to review his report dated July 6, 2018.

Engineer's Status Report - Wayne D. Simpson**Mr. Simpson:****M-080-130 Plant Improvements**

I expect the DEP to come out to conduct their final inspection on the Plant Improvements either late this month or in August and then the project will be certified by the State as complete. The O&M Manual is very close to finish and I will be getting that to Kevin (Kramer) for review likely later this week.

Mr. Strobel confirmed with Mr. Simpson that the manual is for the new Plant equipment.

Mr. Simpson continued:**M-080-141 Taylors Lane Sewer Extension**

The sewer installation is on maintenance bond but the paving is scheduled to begin later this month. There have been efforts going on to coordinate the work between Surrey Lane and Route 130. There will be a combined effort between the Township, Wawa and NJ American Water Company to pay for that paving. The Authority's contractor will pave

that stretch of Taylors Lane but all payments will be made by a combination of those three entities.

Mr. Robert O'Connor asked about the inspection of the paving and Mr. Simpson confirmed that Alaimo would be doing the inspection for the portion of the Authority's work and said he would imagine Alaimo would be inspecting the other portion as well since it is one continuous contract.

Mr. Strobel confirmed with Mr. Simpson that paving would take place in a few weeks. Mr. Simpson stated there was a meeting between the contractor, a representative from Wawa and NJ American Water scheduled for Wednesday, July 11 to finalize the details.

Mr. Strobel stated that the Fire Chief had left him a phone message but said they had not spoken and asked Mr. Simpson if he knew what it might be about. Mr. Simpson said it could be regarding paving or possibly connecting to the system and he said Mr. Strobel could refer the Fire Chief to him.

Mr. Simpson continued his report:

M-080-142 Treatment Plant Roof Replacements

The roof replacement is substantially complete. There are some punch list items to be finished.

M-080-143 Asset Management Plan

The Asset Management Plan is complete. I will be sending it in later this week. It is required by DEP under the loan program and it is supposed to be a living document that gets reviewed and updated as needed by the Authority to track its assets and to have a maintenance plan in place.

Mr. Strobel confirmed with Mr. Simpson that the Asset Management Plan includes equipment, pipes in the ground, pumping stations and the Plant. Mr. Strobel also confirmed with Mr. Simpson that Alaimo will update the Plan as needed and that it is being submitted to the Authority for review and adoption. Mr. Simpson confirmed that he needs to certify to the State, in order to finalize the Treatment Plant Upgrade process, that the Authority has an Asset Management Plan in place. Mr. Strobel asked if it would be of value to the Authority's auditor and Mr. Simpson said it would as it will have components of the Authority's Capital Improvement Plan in it.

Mr. Simpson continued on developments:

M-081-113 Olmstead (Vines at Cinnaminson)

We have heard from the developer and he has started on the punch list items. He had to order some items but should finish up this month.

M-081-124 Wawa (Taylors Lane)

Video inspection reports must still be submitted.

Mr. Simpson said he would be taking bids on the root control product before next meeting and confirmed that bids were taken on the annual Electrical Services Contract but said he had no recommendation on that. Mr. Brad Smith said the matter should be discussed in executive session.

DIRECTOR OF ADMINISTRATION - PETER GALOSI

Mr. Strobel asked Mr. Galosi if there were any matters for discussion and hearing none asked Administrator Cindy Doerr if she had anything for discussion.

Cindy Doerr stated there was an account billing issue between two club houses at the Village at Cinnaminson Harbour. She stated that the office was aware of only one club house which was being billed. Cindy explained that there are now two club houses, one for the rental units and another for the town homes. Amy Williams stated that she was informed that the address of the club house was 1801 Fela Drive. She has now been made aware that there are two club houses, under two different owners; one at Camelot which is owned by Kaplan and the other on Fela Drive whose ownership was transferred from Kaplan to Executive Management Company. Only the club house at Fela Drive was being billed so a credit is due to that account for overbilling. Cindy explained that it would have been simple if Kaplan owned both club houses to transfer the credit to the other account; however, Executive Management has requested payment by check, for the difference that is currently a credit on that account. Cindy stated the amount is \$3,591.64 and she confirmed that Kaplan has been billed that amount. Amy Williams confirmed that Executive Management had been paying the bills and she stated that the club house at Camelot has the larger meter. Amy Williams stated that she spoke with Kaplan and was told they will pay the bill but requested that under the circumstances, the interest be waived. Amy Williams confirmed to Mr. Strobel that she is informed of connections by notification of the Certificate of Occupancy (C.O.). Cindy Doerr confirmed that only one C.O. notification had been received for a club house. Mr. Strobel asked how the matter had come to Amy's attention and she confirmed that she had received a call regarding a bill and usage. She had asked for a copy of the NJ American Water bill and saw that it was for a different meter. There was some further discussion and Mr. Strobel asked Cindy and Amy to give thought to the matter to see if anything can be done differently so that a similar problem can be avoided in the future.

Mr. Strobel said he believed reimbursement should be made to Executive Management and the responsible party should pay what is owed. He

stated that under the unique set of circumstances, he had no issue with the waiver of interest.

Motion: Made by Mr. O'Connor and seconded by Mr. Galosi that the Authority reimburse Executive Management the amount of \$3,591.64 due to overbilling and that the responsible party, Kaplan, be billed for that amount with the interest waived.

Discussion: Mr. Galosi asked if there is any notification given to the Authority when there is a transfer of property from one party to another. Cindy Doerr confirmed that the office typically gets calls from Title Companies or sometimes from residents, usually a seller, when they are moving; however, she said there was no notification regarding the club house. Amy Williams added that sometimes they get notification from the tax office. Mr. Brad Smith asked if the club house has a separate lot and block and Amy Williams confirmed it does but she was never notified by a Title Company. There was a brief discussion regarding the different meter sizes at the club houses.

Vote: All ayes

DIRECTOR OF OPERATIONS - ROBERT O'CONNOR

Mr. Strobel asked Mr. O'Connor to discuss Operations. Mr. O'Connor mentioned the Electrical Services Contract and Mr. Brad Smith stated it should be discussed in executive session. Mr. O'Connor asked Superintendent Kevin Kramer to review his report.

Superintendent of Operations Report - Kevin Kramer

Mr. Kramer:

Operations are going well at the Plant. We are dealing our first summer with the new equipment so we are finding our operating set points for the equipment which involves testing and some trial and error. Mr. Bill Smith has been helping with the process.

Mr. Dave Stewart, DEP inspector, came to the Plant on June 27th. He took a sample, a random grab, of the effluent that goes out to the Delaware. I don't foresee any problems as everything was running well. I haven't heard back from him.

Results for the State Exams should be in by the beginning of August. Matthew Naisby, Chuck Staub and I all took the S3 test on June 27th. The Board for the State Exams meets on July 24th and results should go out after that. Both of our new employees have completed their 90-day probationary period and will be promoted to Operator D. They are both doing well and are still being trained on Plant and road operations. They are picking up things quickly as I've said before. They passed their CDL written test so each have their permits and they will be taking their road tests in July. I spoke with Todd Day from Public

Works and confirmed use of a dump truck which they have provided to us in the past.

We also had our annual fire inspection for the Plant and pumping stations. Danny Norman from the Cinnaminson Fire Department came and did the inspection. We received some minor violations. He came when we were getting our fire extinguishers refurbished and calibrated so a couple were not on the wall where they should be. It was the same day they were being removed. Replacements are brought in for the ones that need repair and he understood that but had to write it up. The violations given have already been abated.

Mr. Kramer continued:

Under projects, in talking with Mr. Bill Smith, we want to look into purchasing some equipment to do our own BOD (Biochemical Oxygen Demand) tests for process control. I would like to get more specific pricing on what it would cost for the next meeting but I think it would be good to have. The testing is required by the Authority's permit and results are not received back for two to three weeks. The ability to do it in-house and have quicker results would be very beneficial to the Authority. It would also be beneficial to the employees as the State testing has many questions on how to do BOD testing.

Mr. Strobel asked Mr. Simpson if he had any thoughts on the matter and Mr. Simpson said he was in agreement. He said it was a good test for the operators to use to know what is going through the Plant and how it is responding at different points in the Plant. He said they would be able to take BOD tests before and after the aeration tanks to see how it changes without having to send it out to a lab and it wouldn't have to be a State certified test. He said it is beneficial to help employees understand the process better. Mr. Strobel confirmed with Mr. Simpson that many other Authorities are doing this testing and Mr. Simpson stated that many Authorities have developed their testing to the point where they can be State certified. He said that is a possibility for the Authority in the future with the right equipment and enough experience in running the tests to pass State Certification. Mr. Kollar confirmed with Mr. Simpson that it would not save the Authority money by eliminating formal testing. Mr. Simpson said that it could save the Authority money if they pick up on something that is happening in the Plant and make adjustments that may eliminate the need for something, like additional polymer use, or help avoid a violation. There was some further discussion regarding the frequency and interpretation of the test results. Mr. Galosi asked about a calibration factor in the instruments and Mr. Simpson confirmed with Mr. Kramer that the dissolved oxygen meter is recalibrated daily and that is done in-house.

Mr. Kramer continued his report:

The repair of the containment wall is just about ready to start. There are about 300 gallons of sodium hypochlorite left in the tanks and we are just waiting for those to empty out so we can remove the tanks from the containment area. I think the job will start the week of July 23rd.

Mr. Brad Smith asked about the cost of the repair. Mr. Kramer confirmed that he had received two quotes and called a third company who no longer does the process. Mr. Kramer confirmed that cost of the work is about \$9,000.00. Mr. Kramer stated he had nothing further for discussion. Mr. O'Connor said he had nothing further under Operations other than the executive session item.

DIRECTOR OF PERSONNEL - RICHARD STROBEL

Mr. Strobel urged any Commissioners who did not yet take the Joint Insurance Fund (JIF) Elected Officials Online Training to do so as the deadline is at the end of the month.

TREASURER - THOMAS KOLLAR

Mr. Kollar indicated the Treasurer's report and Trial Balance stating that at 43% through the fiscal year, User Charges are at 41% versus 37% last year. He indicated that total revenues are at 41% versus 37% last year and said revenues are on track. On the expense side, he stated that total expenses are at 47.46% which is running slightly high. He noted that Plant Maintenance is running a little high and reported that \$25,000.00 was spent in the past month. He said Solids Disposal is at 29% which is significantly lower and he assumed is a result of the Plant Improvements. He also noted that the Professional category is at 53% but said he believed it has to do with all the projects that have been ongoing.

Motion: Made by Mr. Kollar and seconded by Mr. Galosi 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 \$181,151.54 and certified that funds are available.

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

Mr. Kollar submitted two requisitions for Renewal & Replacement totaling \$107,179.30 and certified that funds are available.

#18-724 JDS General Contracting, Inc.	\$ 99,259.30
#18-723 Booth Mechanical, Inc.	\$ 7,920.00

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

Vote: All ayes

Mr. Kollar submitted two requisitions for the NJ Environmental Infrastructure Trust Fund totaling \$64,264.25 and certified that funds are available.

#18-726 Alaimo Associates	\$ 34,527.07
#18-725 Alaimo Associates	\$ 29,737.18

Motion: Made by Mr. Kollar and seconded by Mr. Galosi to approve payment of the NJEIT Fund requisitions, conditioned upon receipt of the funds, as submitted. Vote: All ayes

Mr. Kollar submitted three invoices for Builder's Escrow totaling \$3,707.75 and certified that funds are available.

#103544 American Water Company	\$ 2,450.25
#109918 2716 Branch Pike Subdivision	\$ 927.50
#103915 Shoppes at Cinnaminson	\$ 330.00

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

Mr. Kollar said he had nothing further under Finance. Mr. Strobel asked if there were any further matters for discussion.

Cindy Doerr reported that she and Mr. Kollar had their annual audit exit conference with the Authority's Auditor. She said the audit will be ready for review at the August meeting. Mr. Strobel asked Mr. Simpson about submitting his connection fee calculation to the Auditor so the Auditor can provide recommendation to the Authority regarding its connection fee. Mr. Strobel suggested that the audit and connection fee be addressed together and asked Cindy Doerr to invite the Auditor to the August meeting.

Hearing no other matters for discussion, Mr. Strobel entertained a motion that the Authority enter into an executive session to discuss a contract negotiation matter, 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: 7:34 PM

Motion: Made by Mr. O'Connor and seconded by Mr. Galosi to return to open session. Vote: All ayes

The meeting was adjourned at 8:00 PM.

Next scheduled meeting - Monday, August 13, 2018 at 6:30 PM