

Minutes - July 13, 2020

The regular meeting of the Cinnaminson Sewerage Authority was held on July 13, 2020 via video conference due to the COVID-19 pandemic and commenced at 6:35 PM.

Chairman Richard Strobel read the follow into the record:

**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.

**(e) advertising of legal notice regarding this meeting due to the COVID-19 Pandemic; see full notice attached.**

This statement shall be entered into the minutes.

Mr. Strobel confirmed that the legal notice, to change to an electronic meeting and communicate information to allow for the public's participation in the meeting, was published in the Burlington County Times and the Courier Post and an affidavit from the newspapers was received.

**ROLL CALL**

On roll call by the Secretary, Board Members Richard Strobel, Robert O'Connor, John Conville and Frank Szymkowski were present. Mr. Kollar joined the meeting at 7:01 PM (he was away on business.) Also in attendance were Kimberly Fitzpatrick, Administrator, Wayne D. Simpson, Authority Engineer, Bradford Smith, Authority Solicitor, Superintendent of Operations Kevin Kramer and Secretary Judy Devone.

**PUBLIC COMMENT**

Mr. Strobel opened the meeting to the public for comment. Hearing none, he stated that he did not see any members of the public present in his meeting participant list. He stated he would reopen the meeting to the public again before its conclusion. He proceeded to Old Business.

**OLD BUSINESS**

Mr. Strobel asked the Board to address the regular session minutes of June 8, 2020.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt the regular session minutes of June 8, 2020.**

**Discussion: Solicitor Brad Smith stated that he had a question regarding an abbreviation used in the fourth paragraph, second sentence on pg. 46. He confirmed with Mr. Kramer and Mr. Simpson that the correct abbreviation was "WEF" not "WDF". Mr. Kramer had referred to the Water Environment Federation. Mr. Smith suggested the full name "Water Environment Federation" be inserted in place of the abbreviation.**

**Amended Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt the regular session minutes of June 8, 2020 with the correction from the Authority's Solicitor. Vote: All ayes**

**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:**

We will be taking bids for two upcoming contracts. One is for **Laboratory Services (M-080-007-002)** for the whole effluent toxicity portion of the contract which we received no bids on a few months ago. It has been difficult finding a lab to actually take on this responsibility. There is a sampling component and a testing component. The testing labs are having difficulty finding a sampling lab to join in with them. We have one bidder remaining, hopefully they will turn in a bid on Thursday and we can award a contract for the year going forward. The other bid we have is slated for August 4<sup>th</sup>. It is the Annual Electric Maintenance Contract **(M-080-129)**. Municipal Maintenance currently has the contract and we will probably have a few bids on this contract.

We also took bids on a related project, the Township's Wayne Drive Bridge. We received eight bidders on the contract and a good bid from Winzinger so that work will happen soon. Mr. Strobel mentioned that he saw activity already in the area and asked about it. Mr. Simpson confirmed that the Township is blocking the bridge because there is a structural deficiency in it right now that was discovered by the Public Works crew. He stated that it will remain closed until such time as it is replaced. Mr. Smith asked if a resolution was required and Mr. Simpson stated that it is a Township project and he is just updating the Board.

**Mr. Simpson:** There is a sewer line there that we were concerned about but it should not be an issue during the construction. The bridge will be constructed basically around the sewer line. There will be no relocation of the sewer main and hopefully, no issue with it at all during construction.

**Mr. Simpson continued his report:**

The other project we are working on right now is the **Manor Road Pumping Station (M-080-147)**. We are reviewing shop drawings and the work is supposed to start in August and be finished by Labor Day if all of the equipment comes in a timely fashion. We are trying to get the shop drawings reviewed and approved quickly so that equipment can be ordered and the work can be done.

On the development side, I have nothing new to report on any of the projects.

Mr. Strobel stated that he noticed an announcement regarding a Lidl Grocery Store to open in a different location and said it is his understanding that the Cinnaminson location has all the land use approvals and has Authority approval. He asked if Mr. Simpson knew if there was a remaining obstacle or when it might actually happen. Mr. Simpson confirmed that he was not aware of any obstacles or any initiation of construction. He confirmed that he has not been notified of a pre-construction meeting yet. Mr. Strobel asked about DOT approval and Mr. Simpson said he was not sure about it but said it could be the hold up. Mr. Strobel asked Mr. Simpson if COVID-19 has slowed down building. Mr. Simpson responded that he sees private building progressing at a fairly normal pace but said State and County reviews have slowed down.

Mr. Strobel asked if there were any other questions for Mr. Simpson and heard none.

**DIRECTOR OF ADMINISTRATION - JOHN CONVILLE**

Mr. Conville asked Kim Fitzpatrick to provide an update on Administration. Kim reported that the office is getting ready to move forward with the Office 365 integration and said she is looking

forward to it. She confirmed that the orders were placed to get a new server and backup system. She stated that between these two items, the MEL Cyber Compliance Checklist will be almost completely checked off and the Authority will be fully compliant.

Kim stated that proposed Resolution 2020/2021-23 is a cancellation of service charges for Township owned property. She reported that the Authority has some old balances sitting on the books for properties in which the Authority will never be able to recoup the revenues. She stated that the revenues will need to be written off and said this was discussed with Authority Solicitor Brad Smith, Authority Auditors and the Township. She confirmed that the properties are Township owned properties which had balances and were foreclosed upon. There will be no sale which would allow for the recoup of revenue. Mr. Strobel asked if the Township will hold onto the properties and Kim confirmed that the Township foreclosed on the properties which had tax liens on them. She said once the properties are foreclosed upon, the Township writes off the taxes and the Authority should also write off the sewer expenses. She confirmed that the properties were not sold so no revenue can be collected. Mr. O'Connor asked if the purpose is to allow a new property owner, whenever the property is sold, to have a clear title moving forward and Solicitor Brad Smith and Kim confirmed that as correct. Mr. O'Connor also confirmed with Kim that if the property doesn't sell, the Authority doesn't bill the Township but if it becomes a billable property again, it starts from a zero balance. Mr. Strobel asked if this was done in the past and Kim confirmed that these properties have been on the books for quite some time. She said she was looking at accounts for another reason and found them. Mr. Conville gave his recommendation that the revenues be written off to clean up the books from an accounting perspective.

**Motion: Made by Mr. Conville and seconded by Mr. Szymkowski to adopt Resolution 2020/2021-23. Roll Call Vote recorded as: Mr. Strobel, Mr. O'Connor, Mr. Conville and Mr. Szymkowski - All ayes**

Mr. Strobel noted that Kim should follow up and notified the appropriate persons at the Township.

Kim stated that the next item relates to missed sewer accounts and the corrective action. She noted that she posted a history to the document site for Commissioners regarding the item. She explained that she was contacted by a home owner who was refinancing their home and was told by the title company that there was no sewer account. Kim said when she checked, they were correct; there was no sewer account. The home owner confirmed that they had sewer, not septic. Kim did some research and found that the account had never been set up. She reported that she continued researching and found five properties which were connected to the sewer system but were not being billed. To avoid future issues, she worked up a plan in conjunction with the Construction Department. She stated that Lori Neely in

Construction was extremely helpful and walked Kim through the process. Lori provided Kim with a list of all the reports that she issues on a monthly basis and Kim picked out the ones applicable to the Authority. Lori now emails those lists to Kim monthly. Kim stated that it is a list of all the new buildings that were approved with their final permits given during that month, any demolitions, sewer replacements (which relates to connections for existing buildings) and tenant fit outs. Kim explained that tenant fit outs can apply if a commercial property is subdivided into more billable units. She confirmed that every month, she will review the emailed spreadsheets and have the Billing Clerk set up any new accounts. She stated that the accounts will be set up once the approval is done whether they have a NJ Water account or not because they are connected to the system and therefore the billing will already be in place. In addition, Kim stated that she and Amy have a shared excel document for recording of anyone who pays a connection fee. She explained that when an account is set up, the account number is added to the document so it can be filtered out. She confirmed that every billing cycle, that document will be reviewed to determine if there are customers who have paid connection fees but still do not have accounts so that she and Amy can follow up on those. Kim stated that with both methods in place, she is confident it will solve the issue of missed accounts. She also reported that in addition to those five properties that were not billed at all, there were two additional properties that were misclassified as Township owned properties that were not being billed. She confirmed that those two properties were not purchased or foreclosed upon by the Township. She stated that the liens for the tax sale were purchased by the Township. She said the Township purchased the outstanding debt and paid the Authority for the outstanding prior year's sewer charges. She confirmed that when that happened the properties were misclassified as Township owned but they were not. She reported that all seven properties have now been charged back to their initial connection date with waived interest fees for previous charges. She said they were given until June 30<sup>th</sup> to make payment, with interest to start accruing in July. She reported that most have already paid in full or are making payments but there is one property where they are unable to reach the owner. She said the mail comes back as undeliverable, saying it is vacant. She also confirmed they tried certified mail. Mr. O'Connor voiced his concern that missed accounts had occurred previously at Siena, prior to Kim's hire, and said he thought a system had been put in place to assure it would not happen again. He said a system must be in place so that the Authority does not have to try to recoup revenue after the fact. Kim reported that she spoke to the auditor regarding Siena and confirmed that it was a different situation than what transpired with these accounts. Kim said that for Siena, the Authority was aware of it and the account was set up. She said the account, however, did not have the correct box checked for the system to calculate/produce a bill for the properties. Kim confirmed that she has learned that there is a report that gets pulled that queries all the properties that have accounts and the ones

that do not get billed, and said that was the corrective action plan that had been put into place after the Siena issue was discovered. She said it is different than what happened with the missed accounts because those were not in the system at all. Kim said she has just been made aware of that report and the Billing Clerk has confirmed to her that she reviews it.

Mr. Strobel noted for the record that Mr. Kollar joined the meeting at 7:01 pm from his business trip in Florida. Mr. Strobel asked Kim if the reports from Lori Neely in Construction were new or if they were something that she had already prepared. Kim stated they are reports that she was already issuing monthly. Kim said in the past, the Construction office sent an email copy of the actual Certificate of Occupancy and when Kim became Administrator, they started copying Kim on the email. Kim said after their discussion, Lori Neely offered to provide Kim with the monthly reports. Mr. Strobel stated that he appreciated Kim's initiative in detecting issues and coming up with corrective plans.

Lastly, Kim wanted to address her continuing education. She noted that she was the purchasing agent for the Sewerage Authority and said she would like to continue her education to become a Qualified Purchasing Agent (QPA) for the Authority. She stated that she uploaded her proposal to the document site for Commissioners and said she would need to take five courses within the time frame of finishing her second year with the Authority. She explained that with those courses and two years of experience, she would qualify to sit for the QPA exam. She said that being a QPA would benefit the Authority as the bid thresholds would be much higher. She noted that recently, the bid threshold for entities with a QPA was raised to \$44,000.00 for bids and \$6,600.00 for quotes. She confirmed that neither of the thresholds were raised for entities without a QPA and stated the Authority's current thresholds are \$17,500.00 for bids and \$2,625.00 for quotes. She said she believes the higher thresholds will generate a savings for the Authority since it will not have to go out to bid for as many contracts. She said she wanted to request that the Board approve her proposal and said that although it was not budgeted for this fiscal year, there would only be a couple courses taken. She also noted that there have been some savings in overtime due to COVID-19 which were being appropriated to fund the overage in annual pension. She said even once that cost is offset; there is still about \$10,000.00 in excess. She also noted there has been a vacancy in the Plant (which was budgeted for) and said that even when filled, there is salary from February until this time which was not spent. She said she would like the Board's permission to move forward in the Fall and enroll for classes.

**Mr. Conville:** Just from a standpoint of personal development as far as enrichment, I think it is great that Kim would do this and ultimately,

it would benefit the Authority and I believe that is where Kim is coming from and she has my full support for her request.

Mr. Strobel was in agreement and noted there has been discussion in the past regarding the possibility of having a QPA on staff. Mr. Strobel stated he received a copy of the Local Finance Notice on June 24, 2020 that made the adjustment in the bid and quote thresholds for those with a QPA. He stated there is a big gap in the thresholds and he said he fully supports Kim's proposal. He commended Kim's initiative and said it will directly benefit the Authority. Mr. O'Connor, who noted that he works in purchasing, stated he was in agreement, was appreciative and in support of Kim's efforts to become more versed in the area. Mr. Szymkowski stated he was also in agreement with the proposal and thanked Kim for being proactive.

**Motion: Made by Mr. Conville and seconded by Mr. Szymkowski to authorize the Administrator to proceed with her proposal to pursue QPA credential and to provide that the Authority will cover the costs of the courses and exams.**

**Discussion:** Mr. Smith noted that it should be in conformity with the provisions of the Authority's standard Employee Education Agreement for each course. Mr. Strobel noted that the proposal states that an Employee Education Agreement will be completed for each course as registration becomes available and the Agreement will be presented to the Board at each subsequent Board Meeting for approval and signature. Mr. Strobel asked about the time of the courses and Kim stated they are usually Saturdays. She stated currently they are only online due to COVID-19 but otherwise they are usually at one of the Rutgers campuses.

**Amended Motion: Made by Mr. Conville and seconded by Mr. Szymkowski to authorize the Administrator to proceed with her proposal to pursue the QPA credential and to authorize its plan of action which includes an Employee Education Agreement for each course based on the standard procedure. Roll Call Vote recorded as: Mr. Strobel, Mr. O'Connor, Mr. Kollar, Mr. Conville and Mr. Szymkowski - All ayes**

Kim thanked the Commissioners for the opportunity. Mr. Conville confirmed there were no further matters for Administration and Mr. Strobel moved to Operations.

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

Mr. O'Connor stated there was a resolution to address but asked Mr. Kramer to first review his report.

**Superintendent of Operations Report - Kevin Kramer**

**Operations:** Mr. Kramer confirmed that Plant operations are running well with no permit violations during the past month. He reported that even with almost 7-inches of rain between last Monday and Friday's storms; things were good at the Plant. He stated that they have been operating with a full staff for about a month and the employees have been doing a good job following social distance guidelines and wearing masks when needed. He confirmed that he was cutting back on some process control lab testing. He reported that these are some tests that were done during the Plant upgrade and when the Plant was experiencing some issues. He said he plans to drop the frequency of those tests from 7 days/wk. to 2 days/wk. and it should save almost \$1,000.00/month on in-house lab testing.

**Safety:** Kevin confirmed safety training by Harry Smith of Certified Health and Safety as follows:

6/16 - Confined Space Rescue with Hands-on Drill at the Treatment Plant

6/23 - Fire Safety, Extinguishers and Evacuation/Work Zone Flagger Safety for Wastewater Employees

7/8 - Confined Space Awareness and Operations (classroom setting)

Kevin added that Harry Smith does a very good job with the training.

Kevin confirmed that SJ Welding Supply performed the annual inspection of all fire extinguishers at the Plant, Pumping Stations and in vehicles on July 9, 2020. He said two fire extinguishers are being replaced and three are being repaired and he confirmed that loaners are provided in the interim.

**Projects:** Kevin reported that they are in the 4<sup>th</sup> and final section of the town doing preventative maintenance and he believes they will complete that section by the end of the summer. He said they will start again in the fall with Section 1 which is the area of New Albany Road. He stated that the employees are getting valuable training on the vactor truck and the program is going well.

Kevin briefly discussed a staff member, Todd Leonard, who would like to take the Introduction to Wastewater and Water course. Kevin said that pending Board approval; he would register Todd for the class at BCIT in September. Kevin confirmed that after passing the course, the employee would be eligible to start sitting for his state licenses. Kevin said that Todd is eager to take the course and improve his status at the Plant. Kevin confirmed that Todd has been with the Authority since last September and said that not only does he do a very good job but he also picks things up so quickly that he has actually trained others who started working for the Authority slightly before him. Mr. Strobel noted that an Employee Education Agreement was included with the meeting documents.

**Motion:** Made by Mr. O'Connor and seconded by Mr. Szymkowski to approve employee Todd Leonard to take Introduction to Wastewater and Water and to authorize the Chairman to sign the Employee Education Agreement.

**Discussion:** Mr. Strobel asked about the start date and Mr. Kramer said it starts in the beginning of September and runs through March and is two nights/week for 4 hours each night.

**Mr. Strobel:** It is quite a commitment and we strongly encourage employees to take courses. We incentivize it by allowing for stipends for licenses and by paying the cost of the education. To me it is a win/win and I am happy that this employee has done really well and is showing this interest which requires commitment. Ultimately, it will be the Authority that will benefit with high performing staff members who stay with the Authority and make their careers here.

**Recorded Roll Call Vote:** Mr. Strobel, Mr. O'Connor, Mr. Kollar, Mr. Conville and Mr. Szymkowski - All ayes

Kevin confirmed he had nothing further to report. Mr. O'Connor presented Resolution 2020/2021-24, Extension of Polymer Supply Contract and asked Mr. Simpson if everything was in order. Mr. Simpson stated that written in to the specifications last year was the possibility of either a 2-yr. extension or two 1-yr. extensions as allowed by the local public contracts law and he offered the current supplier, Custom Environmental Technology, a two-year contract extension with as much as a 1.5% increase in cost per the federal index rate that is referenced in the local public contracts law. He reported that they did not want to enter into a 2-yr. contract but they were willing to enter into a 1-yr. contract and did not seek a rate increase for that extension. Mr. Simpson confirmed to Mr. Strobel that they have been the Authority's supplier for many years now and provide very good service. He noted that next year, the Authority can also offer them a 1-yr. contract extension.

**Motion:** Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2020/2021-24. Recorded roll call vote taken by Secretary: Mr. Strobel, Mr. O'Connor, Mr. Kollar, Mr. Conville and Mr. Szymkowski - All ayes

Mr. O'Connor had no other matters for discussion under Operations.

**DIRECTOR OF PERSONNEL - RICHARD STROBEL**

Mr. Strobel confirmed with Kim Fitzpatrick that there would be an executive session and stated that he had no other matters for discussion under personnel.

**TREASURER - THOMAS KOLLAR**

**Mr. Kollar:** On the Revenue side, at 42% through the fiscal year User Charges are at 36% versus 35% last year. Connection Fees are at 40%.

Mr. Kollar confirmed with Kim that no other connection fees have come in from Taylors Lane.

**Mr. Kollar continued:** Total revenue is at 35% versus 31% last year so tracking higher than last year. On the expense side, the categories are tracking well and total expenses are 41% versus 46% last year. For the Retirement category, and I will present the resolution next, we budgeted \$83,000.00 but the bill was assessed at just over \$95,000.00 by the State based on their formula. This is difficult to budget for and we usually estimate it using previous years but it came in at \$12,000.00 over budget. Other than that, again, expenses are tracking well. Capital Expenditures are running well under budget at 21%.

**Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to approve the Treasurer's Report and Trial Balance as submitted. Roll call vote recorded as: Mr. Strobel, Mr. O'Connor, Mr. Kollar, Mr. Conville and Mr. Szymkowski- All ayes**

Mr. Kollar submitted a list of Operating Invoices & Payroll Expenses totaling \$184,168.54 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. Roll call vote recorded as: Mr. Strobel, Mr. O'Connor, Mr. Kollar, Mr. Conville and Mr. Szymkowski - All ayes**

Mr. Kollar submitted one Renewal and Replacement requisition totaling \$16,498.00 and certified that funds are available.

|                          |              |
|--------------------------|--------------|
| #20-004 Booth Mechanical | \$ 16,498.00 |
|--------------------------|--------------|

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

**Discussion: Mr. Strobel asked about the broken main. Mr. Kramer confirmed that they went out on a vent call and discovered that there was a completely collapsed line where about 18 ft. of pipe had to be replaced on Woodhaven.**

**Roll call vote recorded as: Mr. Strobel, Mr. O'Connor, Mr. Kollar, Mr. Conville and Mr. Szymkowski - All ayes**

Mr. Kollar presented Resolution 2020/2021-25 which is for a budget transfer. He said, as previously mentioned, the transfer is to cover

the Retirement bill from the State for \$95,402.00 as \$83,000.00 was budgeted so it leaves a shortfall of \$12,402.00. The resolution proposes to take unexpended money from the Plant Personnel category where there is a surplus.

**Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to adopt Resolution 2020/2021-25.**

**Discussion: Mr. Kollar asked Kim if she received any explanation regarding the amount from the State. Kim confirmed that the State is a few years behind so it relates to something that transpired a few years ago. She stated that they did provide a formula to help with budgeting purposes and she will be sure to look at it closely for the next budget.**

**Roll call vote recorded as: Mr. Strobel, Mr. O'Connor, Mr. Kollar, Mr. Conville and Mr. Szymkowski - All ayes**

Mr. Strobel asked if there were any other matters for discussion. Mr. O'Connor noted that his phone battery was low and he was going to exit the meeting to charge it quickly in order to join the executive session.

Mr. Kollar wanted to give a technology update. He stated that Kim has been working with LookFirst Technology to move forward to update the firewall, server, email and Office 365. He noted that the updates were all in the budget and asked Kim for comment. She stated that everything will be compliant with MEL Cyber Security. She confirmed that the server has been ordered through the Co-Op and said the data has also been ordered. She stated that she will also be providing LookFirst Technology with a purchase order to get the emails moving forward. Mr. Kollar briefly discussed Office 365 and the option for either the basic or professional package. Mr. Strobel also reported that through his discussions with Kim, he understands that she has put work into the Authority website upgrade using WordPress and it will be finished in another month or so. Mr. Strobel stated that there are statutory requirements for Authorities to post certain information on websites and confirmed that Tom Kollar was aware of the list of items. Mr. Kollar stated that WordPress will allow for a much cleaner and neater interface with the required items using pull down menus. Mr. O'Connor mentioned some updates that are currently needed on the website.

Mr. Smith stated he had an item to report on. He stated that Mr. O'Connor called him last month to ask about the status of the enforcement ordinance. Mr. Smith stated that the Township Solicitor (Stuart Platt) had indicated to him that an ordinance would be prepared and introduced to reestablish a Health Department but Mr. Smith did not hear anything further. Mr. Smith said he wrote another letter on June 16, 2020 and on July 7, 2020 received a response from

the Township Solicitor saying he was authorized to prepare an ordinance to reestablish the Board of Health in part and he was having his associate work on it. It stated that he anticipated introducing it in July and passing it in August. Mr. Smith confirmed that he has not heard anything further. Mr. Smith stated that Mr. Platt had indicated to him during a previous telephone conversation that the Sewerage Authority would have the enforcing power. Mr. Strobel thanked Mr. Smith for the update and asked Kim to follow up to see when the ordinance gets on the Township's meeting agenda.

Mr. Smith stated that he had a potential litigation item for discussion in executive session.

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

Hearing no other matters for discussion, Mr. Strobel confirmed with Administrator Kim Fitzpatrick that if an executive session is approved, Commissioners, appropriate staff and professionals would leave this meeting and open the link for the executive session. Mr. Smith suggested that the Board make a motion to adjourn the meeting directly out of executive session if no formal action other than the motion to adjourn is required.

Mr. Strobel entertained a motion that the Authority enter into an executive session to discuss an item of potential litigation, results to be disclosed when no longer prejudicial to the interests of the Authority and included in the motion is the stipulation that the Board will also adjourn the meeting at the conclusion of the executive session, unless it is determined that there is the need to go back into the open public meeting to formalize action which would take place within thirty minutes (at the same link.)

Motion: Moved by Mr. O'Connor and seconded by Mr. Szymkowski. Vote: All ayes

Next scheduled meeting - Monday, August 10, 2020 at 6:30 PM